

SPECIFICATIONS  
COTTON STREET PAVING PROJECT  
FOR THE CITY OF READING  
PENNSYLVANIA

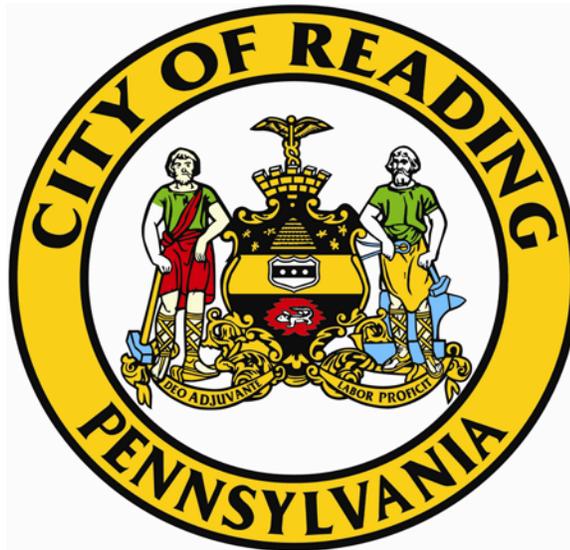


TABLE OF CONTENTS

	PART
NOTICES AND INSTRUCTIONS	I
Notice to Contractors	
Instructions to Bidders	
Notice of Requirement for Affirmative Action	
DOCUMENTS TO BE SUBMITTED WITH BID	II
Bid Proposal Form	
Bid Bond	
Non-Collusion Affidavit	
Certificate of Non-Indebtedness	
Resolution & Statement Regarding Manufacture of Cement	
Statement of Bidder's Qualifications	
Equal Employment Opportunity and Section 3 Questionnaire	
Certification of Non-Segregated Facilities	
Contractor's Statement for Public Disclosure	
Certificate of Acknowledgment of Receipt of Addendum (if required)	
CONTRACT DOCUMENTS	III
Contract	
Performance Bond	
Payment Bond	
Wage Rate Compliance Bond	
Maintenance Bond	
Statement Accepting Provisions of PA Workers' Compensation Act	
Stipulation Against Liens	
Indemnity Agreement	
Notice to Proceed	
GENERAL PROVISIONS	VI
SUPPLEMENTARY GENERAL TERMS AND CONDITIONS	VII
TECHNICAL SPECIFICATIONS	VIII

*The City of Reading recognizes the benefits of recycling, and actively supports recycling. This specification is printed double-sided on recycled paper, 20% post consumer waste.*

## NOTICE AND INSTRUCTIONS

CITY OF READING, PENNSYLVANIA

NOTICE TO CONTRACTORS

Sealed Bids for the Cotton Street Resurfacing Project will be received, in triplicate, by the City of Reading, Berks County at City Hall, 815 Washington Street, Reading, Pennsylvania 19601-3690, until 3:00 PM prevailing time, on June 13, 2014, at which time the bids will be publicly opened and read aloud.

There will be a mandatory pre bid on Friday, May 23, 2014 at 10:00 a.m. in Council Chambers. All prospective bidders must attend.

The project consists of milling, line painting, select base repair and approximately 2,420 tons of leveling and wearing course over the entire length of Cotton Street between South 9<sup>th</sup> and South 19<sup>th</sup> Streets.

The Proposal shall be accompanied by a Proposal Security in the amount of ten percent (10%) of the total amount of the Bid. All Bids shall be effective for sixty (60) days. All work must be completed prior to August 25, 2014.

The successful bidder will be required to furnish Performance, Payment and Maintenance Bonds, each bond in a sum not less than 100 percent of the total contract amount prior to execution of contracts by the City.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on this project, and that employees and applicants for employment shall not be discriminated against because of their race, age, color, religion, sex, national origin, or handicap.

The contract is subject to the requirements for affirmative action to ensure equal employment opportunity (Executive Order 11246).

Bidders shall be PennDOT prequalified per PennDOT Publication 408, latest edition, Section 102.01.

The City of Reading reserves the right, which is understood and agreed to by all Bidders, to reject any and all Bids, and to accept any Bid which is deemed most favorable to the City, at the time and under the circumstances stipulated. The City also reserves its right, at its sole discretion, to waive any informality in the Bid, and to waive any omissions, errors, mistakes, defects or irregularities in any Bid.

The City of Reading reserves the right to accept or reject any or all Bids or portions thereof.

Tammi Reinhart  
Purchasing Coordinator

## INSTRUCTIONS TO BIDDERS

### PROPOSAL SUBMISSION

Proposals shall be submitted in triplicate on the "Proposal Forms" included in the specifications for the work, and shall be based on the specifications. Each proposal should be submitted in a sealed envelope, and shall plainly indicate on it the title of the proposal, and the date for receiving the bid. This shall be delivered to the City Purchasing Coordinator on or before the time stated in the NOTICE TO CONTRACTORS.

Bids received at the Office of the Purchasing Manager after the hour specified, will not be considered. Bidders are invited to be present at the opening of bids.

### BONDS

Bid security, in the amount of ten percent (10%) of the bid price shall accompany each proposal. This bid security may be a Certified or Cashier's Check, or a bid bond furnished by a surety company, satisfactory to the City of Reading. The successful bidder, upon award of contract, shall furnish at the time of execution of the same, a Maintenance Bond, Payment Bond, and Performance Bond by a surety company acceptable to the City of Reading, in an amount equal to ONE HUNDRED PERCENT (100%) of the contract to guarantee satisfactory performance, and a Wage Rate Compliance Bond in an amount equal to FIFTY PERCENT (50%) of the contract. All bonds are subject to approval by the City Solicitor.

In case the contract is awarded to a bidder who fails to enter the contract or to deliver all required bonds and affidavits, the cash or check deposited shall become absolute property of the City; or if a bond has been deposited, it shall become payable immediately. Cash, checks or bonds deposited will be returned to unsuccessful bidders as soon as the contract is awarded, or all bids rejected.

### INSURANCE

The Contractor, at the time of execution of the contract, shall also furnish the City with insurance certificates of adequate limits, as later indicated, to protect the City of Reading, its agents, and employees from any litigation involving Worker's Compensation, Public Liability and Property Damage, involved in the work. All subcontractors must also furnish copies of their liability insurance and Worker's Compensation Insurance certificates to the City. No subcontractor will be allowed to perform any work under this contract by the City unless such certificates are submitted to and approved by the City beforehand.

### WORKERS' COMPENSATION AND PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

The status of the Contractor in the work to be performed by the Contractor is that of any independent Contractor and as such, he shall properly safeguard against any and all injury or damage to the public, to public and private property, materials and things, and as such he alone shall be responsible for any and all damage, loss or injury to persons or property that may arise, or be incurred, in or during the conduct or progress of said work without regard to whether or not the Contractor, his sub-contractors, agents, or employees have been negligent, and the Contractor shall keep the City free and discharged of and from any and all responsibility and liability therefore of any sort or kind. The Contractor shall assume all responsibility for risks or casualties of every description, for any or all damage, loss or injury to persons or property arising out of the nature of the work from the action of the elements, or from any unforeseen or unusual difficulty. The Contractor shall assume and be liable for all blame and loss of whatsoever nature by reason of neglect or violation of any Federal, State, County or Local laws, regulations, or ordinances; the Contractor shall indemnify and save harmless the City from all suits or actions of law of any kind whatsoever in connection with this work and shall if required by the City, produce evidence of settlement of any such action before final payment shall be made by the City. Contractor's Liability Insurance Certificate shall include the save harmless clause and shall be filed with the City.

The Contractor shall maintain such insurance as will protect him from claims under worker's compensation acts and from claims for damages because of bodily injury, including death, and property damage, which may arise from and

during operations under this Contract, whether such operations be by himself, by any subcontractor or anyone directly or indirectly employed by either of them. Contractor's liability insurance shall be in the names of the Contractor and the City, as their respective interests may appear. Certificates of such insurance shall be filed with the City Risk and Safety Manager.

The minimum amount of liability insurance to be maintained by the Contractor during the life of the contract shall be as follows:

**Comprehensive General Liability** – for bodily injury and property damage – including any liability normally covered by a general liability policy with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate.

**Business Automobile Liability** – For owned, non-owned, leased and hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage.

**Professional Liability** – in minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

**Worker's Compensation** – Statutory limits in each state in which Service Provider is required to provide Worker's Compensation coverage including "All States" and "Voluntary Compensation" endorsement, and a Waiver of Subrogation endorsement in favor of the County.

**Employer's Liability** – with limits of not less than \$100,000 Accident – Each Accident, \$100,000 Disease – Each Employee; and \$500,000 Disease – Policy Limit.

Liability insurance shall include automobile coverage, including "hired automobiles and non-ownership automobiles."

Liability insurance shall include the hazard of collapse, damage to underground utilities, underground blasting, and excavation. Prior to any blasting which may be required, blasting insurance shall be obtained by the Contractor in an amount satisfactory to the City Engineer.

Liability insurance shall include the hazard of building collapse and of damage to adjoining properties and/or to individuals located within or adjacent to each project site.

All subcontractors performing work under this contract must furnish to the City a copy of their Certificate of Insurance for Workers' Compensation and liability for bodily injury and property damage.

#### WAGES AND EMPLOYMENT REQUIREMENTS

Bidder agrees that not less than the Federal Davis Bacon Act prevailing wages will be paid.

The Contractor will further agree to comply with Commonwealth of Pennsylvania Act of August 15, 1961, P.L. 1225 and amendments as applicable.

#### EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employees or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which may be provided by the City setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

The Contractor will send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representatives of the Contractor, commitments under this Section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

In the event of the Contractor's noncompliance with the non-discrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further City contracts.

The Contractor will include the provisions of these paragraphs in every subcontract or purchase order unless exempted.

#### EMPLOYMENT OF CERTAIN PERSONS PROHIBITED

No person who, at the time, is serving sentence in a penal or correctional institution shall be employed on the work covered by this Contract.

#### SUPERVISION OF WORKERS

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be authorized by the Contractor to accept and act upon all directives issued by the City. Failure for the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of the contract unless such directives would create potential personal injury or safety hazards.

This contract will be under the direct supervision of the City or its authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the Contractor and the City authorized representatives and shall be made prior to commencement of the altered or modified work. No claims for extra work or materials shall be allowed unless covered by written agreement.

#### SUBCONTRACTS

The Contractor will not be allowed to subcontract work under this contract unless written approval is granted by the City. The Subcontractor, as approved, shall be bound by the conditions of the contract between the City and the Contractor. The authorization of a Subcontractor is to perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the Contractor. All directions given to the Subcontractor in the field shall bind the Contractor as if the notice had been given directly to the Contractor.

#### QUALITY

Where a bid is asked for a certain article or "Approved Equal" and the bidder intends to furnish an article which the bidder considers equal to the one named, the bidder must specify in the bid the name and grade of said article. All disputes concerning grade and quality of materials or work shall be determined by a person duly authorized by the City.

## TIME OF COMPLETION

To insure timely completion, the successful bidder will be required to furnish adequate equipment, and qualified personnel in sufficient numbers at all times.

Where a date is set for delivery of materials or the performance of work, said materials must be delivered, or work performed, in accordance with the specifications or description herein contained on or before said date, or the order to the delinquent party will be canceled and awarded to the next lowest responsible bidder.

## BUSINESS PRIVILEGE TAX

The City of Reading imposes a Business Privilege License, at \$55.00 per calendar year. In addition, a Business Privilege Tax is imposed at the rate of 2 ¼ mills upon the gross receipts attributable to business conducted within the City of Reading.

## PERMITS/LICENSES

The Contractor shall, at his expense, pay all fees and procure all necessary licenses and permits needed to conduct the work required under the terms of this contract. The Contractor shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the work of this contract.

## BASIS OF PAYMENT

All prices to be quoted F.O.B. Reading, PA destination. The City of Reading is tax exempt.

## OBSERVANCE OF LAWS, ORDINANCES AND REGULATIONS

The Contractor at all times during the term of this contract shall observe and abide by all Federal, State, and Local laws which in any way affect the conduct of the work and shall comply with all decrees and orders of courts of competent jurisdiction. The Contractor shall comply fully and completely with any and all applicable State and Federal Statutes, rules and regulations as they relate to hiring, wages, and any other applicable conditions of employment.

## MANDATORY PRE-BID MEETING

For the purpose of familiarizing Bidders with the project, answering questions, and issuing addenda as needed for clarification of the bidding document, a mandatory pre-bid meeting will be held with City representatives on Friday, May 23, 2014, at 10:00 a.m. in City Council Chambers, 2<sup>nd</sup> Floor, City Hall, 815 Washington Street, Reading, Pennsylvania.

## WITHDRAWAL OF PROPOSALS/BIDS

After a bid has been opened, it may not be withdrawn except as provided by Act of January 23, 1974, P.L. 9 No. 4, as same may be amended.

No bids may be withdrawn for a period of ninety (90) days following the formal opening and receipt of bids by the City of Reading.

## BID REJECTION

The City of Reading reserves the right to reject any or all bids and to accept or reject any part of any bid. It also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the City.

## EXECUTION OF CONTRACT

The successful Bidder shall, within ten (10) calendar days after mailing of contract documents by the City to the Principal, enter into contract with the City on form as included within the bidding documents for the appropriate bonds, indemnities and insurances required hereunder.

The contract, when executed, shall be deemed to include the entire agreement between the parties; the Contractor shall not base any claim for modification of the contract upon any prior representation or promise made by the representatives or the City, or other persons.

All attachments are considered as part of this document.

#### METHOD OF PAYMENT

Payments shall be based on an invoice submitted by the General Contractor or approved representative Construction Manager. The City shall have the right to withhold disbursement funds if in the City's opinion construction work for which payment has been requested is of poor workmanship, contrary to any applicable codes and contract specifications, violation of appropriate paperwork requirements that are not up to date and approved for this billing period, General Contractor fails to comply with this Agreement, or for other conditions or circumstances which the City deems not to be in the best interest of the public.

Ten percent (10%) of each General Contractor invoice request shall be retained by the City on this contract until it is completed up to City codes and contract specifications and approved by a City Official or person representing a City Official (Architect or Engineer).

#### ACCESS TO ACCOUNTING RECORDS

The contractor shall certify that all materials, equipment, and labor charged to the City are accounted for and shall keep such full and detailed accounts as may be necessary for proper financial management under this Agreement. The City or its representative shall be afforded access to all the Contractor's records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, and similar data relating to this Contract, and the Contractor shall preserve all such records for a period of three (3) years, or for such longer period as may be required by law, after the final payment.

#### ASSIGNMENT OF REFUND RIGHTS

The City is not subject to federal, state, or local sales or use tax or federal excise tax. Contractor hereby assigns to City all of its rights, title, and interest in any sales or use tax which may be refunded as a result of the purchase of any materials purchased in connection with the Contract and Contractor, unless directed by the City, shall not file a claim for any sales or use tax refund subject to this assignment. Contractor authorizes the City, in its own name or the name of the Contractor, to file a claim for a refund of any sales or use tax subject to this assignment.

#### CONTRACTS WITH SUBCONTRACTORS

The Contractor agrees to include the above references paragraphs in any contract with subcontractors and to provide proof thereof to the City of Reading if requested.

#### NOTICE TO PROCEED

The Contractor shall begin work on the job site within ten (10) days after receiving Notice to Proceed from the City.

## DISCONTINUANCE OF WORK

Any practice obviously hazardous as determined by the City shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

## CONTRACT TERMINATION

The City shall have the right to terminate a contract or a part thereof before the work is completed in the event:

1. Previous unknown circumstances arise making it desirable in the public interest to void the contract.
2. The contractor is not adequately complying with the specifications.
3. The contractor refuses, neglects, or fails to supply properly trained or skilled supervisory personal and/or workers or proper equipment.
4. The contractor in the judgment of the City is unnecessarily or willfully delaying the performance and completion of the work.
5. The contractor refuses to proceed with work when and as directed by the City.
6. The contractor abandons the work.

Contractors who have questions concerning various aspects of this Contract should contact the following persons:

## QUESTIONS REGARDING SPECIFICATIONS OR BID PROCESS

To ensure fair consideration for all bidders, the City prohibits communication to or with any department or division manager or employee during the bid process with the exception of those questions relative to interpretation of specifications of the bid process. Such questions shall be submitted to the Purchasing Coordinator in writing by 2:00 p.m., prevailing time on Friday, May 30, 2014. Any Responses to questions from those submitted shall be issued to all bidders in the form of a written addendum no later than Friday, June 6, 2014.

BIDDING PROCEDURES  
City Hall Purchasing Office  
815 Washington Street  
Reading, PA 19601-3690  
(610) 655-6207  
Tammi.Reinhart@readingpa.org

**Notice: Payment of invoices is subject to the terms and conditions of the sources of funding for this project.**

THE FOLLOWING INSTRUCTIONS FOR CONTRACTORS REGARDING AFFIRMATIVE ACTION ARE PROVIDED FOR INFORMATION PURPOSES. THE SUCCESSFUL BIDDER ASSUMES THE OBLIGATION TO TAKE WHATEVER AFFIRMATIVE ACTIONS ARE NECESSARY TO ASSURE EQUAL EMPLOYMENT OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT, IRRESPECTIVE OF RACE, COLOR, CREED, OR NATIONAL ORIGIN.

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT  
OPPORTUNITY (EXECUTIVE ORDER 11246, AS AMENDED)**

- (1) The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
- (2) The goals are timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables	Goals for Minority Participation in Each Trade	Goals for Female Participation for Each Trade
Until Further Notice	2.5% for all trades	6.9% for All Trades

These goals are applicable to all the Contractor's construction work (whether or not it is federal or federally-assisted) performed in the covered area.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

- (3) **THE CONTRACTOR SHALL PROVIDE WRITTEN NOTIFICATION TO THE DIRECTOR OF THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS WITHIN 10 WORKING DAYS OF AWARD OF ANY CONSTRUCTION SUBCONTRACT IN EXCESS OF \$10,000 AT ANY TIER FOR CONSTRUCTION WORK UNDER THE CONTRACT RESULTING FROM THIS SOLICITATION. THE NOTIFICATION SHALL LIST THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE SUBCONTRACTOR; EMPLOYER IDENTIFICATION NUMBER; ESTIMATED DOLLAR AMOUNT OF THE SUBCONTRACT; ESTIMATED STARTING AND COMPLETION DATES OF THE SUBCONTRACT; AND, THE GEOGRAPHICAL AREA IN WHICH THE CONTRACT IS TO BE PERFORMED.**

*OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS  
THE CURTIS CENTER SUITE 750 WEST  
170 SOUTH INDEPENDENCE MALL WEST  
PHILADELPHIA, PA 19106-3309  
PHONE (215) 861-5764*

As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is the City of Reading, Pennsylvania.

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, *Notary Public, being duly sworn, deposes and says that he is*  
\_\_\_\_\_ *of* \_\_\_\_\_,  
*(Name of Organization)*  
*and that the answers to the foregoing questions and all statements therein contained are true and correct.*  
*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.*

\_\_\_\_\_  
**NOTARY PUBLIC**  
*My Commission Expires:*

DOCUMENTS TO BE SUBMITTED WITH BID

PROPOSAL

Proposal of:

Name:

Address:

TO: Mayor Vaughn Spencer  
City of Reading  
815 Washington Street  
Reading, PA 19601

Dear Mayor Spencer:

In conformity with City Plans and specifications, all as prepared by the Community Development Department and after an examination of the site of the work, and the Contract Documents, including the instructions to Bidders, Form of Proposal, Bid Bond and Conditions, the undersigned submits this proposal, and encloses herewith as proposal guaranty, a Certified or Treasurer's Check, or Bid Bond, in an amount not less than ten percent (10%) of the bid herein submitted, which it is understood will be forfeited if this proposal is accepted by the City of Reading, and the undersigned fails to furnish approved bonds and execute the contract within the time stipulated; otherwise, the guarantee will be returned.

The undersigned declares that no Member of Council, Director of Department, Division Manager, deputy thereof or clerk therein, or other officer of the City of Reading, is directly or indirectly interested as principal, surety of otherwise in this proposal or has any supervision or overall responsibility for the implementation in administration of the contract.

It is certified that the undersigned is the only person(s) interested in this proposal as principal and that the proposal is made without collusion with any person, firm, or corporation.

It is hereby agreed to execute the contract and furnish surety company bonds, on the forms enclosed in the Contract Documents, in the amount of one hundred percent (100%) of the contract price within ten (10) days of mailing of the contract documents from the City to the Principal, and to begin work within ten (10) days after receipt of Notice to Proceed from the City of Reading.

It is proposed to furnish and deliver all materials, tools, equipment, power, tests and transportation, perform all labor, superintendence, and all means of construction, and do all incidental work, and to execute, construct and finish in an expeditious and workman-like manner, in accordance with the plans and specifications, to the satisfaction and acceptance of the Public Works Department of the City of Reading and its Engineer for the total sum as herein bid:

---

\$ \_\_\_\_\_ (figures). (written)

**IN WITNESS WHEREOF**, this proposal has been executed this \_\_\_\_ day \_\_\_\_\_ A.D. 20\_\_\_\_, by the setting hereunto of his or its hand and seal.

(INDIVIDUAL: PRINCIPAL)

\_\_\_\_\_(Seal)  
(Signature of Individual)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

-----

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_(Seal)  
(Name of Partnership)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_(Seal)  
(Partner)

(CORPORATION PRINCIPAL)

Attest:

\_\_\_\_\_  
(Assistant Secretary)

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
(Vice) President

(CORPORATE SEAL)

or (if appropriate)

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
Authorized Representative

FORM OF BID BOND

BOND

KNOW ALL MEN BY THESE PRESENTS that we, the undersigned,

\_\_\_\_\_, as Principal (the "Principal"), and \_\_\_\_\_

a corporation organized and existing under laws of the \_\_\_\_\_ of \_\_\_\_\_, as

Surety (the "Surety"), are held and firmly bound unto \_\_\_\_\_ as

Obligee (the "Obligee"), as hereinafter set forth, in the full and just sum of

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_),

lawful money of the United States of America, for the payment of which sum we bind ourselves, our

heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WITNESSETH THAT:

WHEREAS, the Principal herewith is submitting a Proposal to the Obligee to perform the \_\_\_\_\_  
Work in connection with the construction of \_\_\_\_\_ pursuant to plans, specifications and  
other documents constituting the Contract Documents which are incorporated into said Proposal by reference (the  
"Contract Documents"), as prepared by the Department of Public Works, City Hall, 815 Washington Streets,  
Reading, PA 19601-3690.

WHEREAS, it is a condition of the receipt and consideration by the Obligee of said Proposal that it shall be  
accompanied by proposal guaranty to be held by the Obligee on terms hereinafter set forth.

NOW, THEREFORE, the condition of this Bond shall be such that, if the Principal, within ten (10) days after  
mailing of contract document by the City to Principal, shall furnish to the Obligee a Performance Bond, Payment  
Bond and a Wage Rate Compliance Bond, and upon award of a contract to him by the Obligee, shall execute and  
deliver the Agreement and furnish to the Obligee proper evidence of effectiveness of insurance coverage,  
respectively within the time, in the forms and in the amounts, as appropriate, required by the Contract Documents,  
then this Bond shall be void, otherwise, this Bond shall remain in full force and effect.

The Principal and the Surety agree to pay to the Oblige the difference between the amount of said Proposal, as accepted by the Oblige, and any higher amount for which the required work shall be contracted for by the Oblige, together with any additional advertising costs, architect's fees, legal fees and any all other fees and expenses incurred by the Oblige by reason of the failure of the Principal to enter into such Agreement with the obligee, or to furnish such Contract Bonds, or to furnish evidence of effectiveness of such insurance coverage; provided, however, that (1) the obligation of the Surety shall not exceed the stated principal amount of this Bond; and (2) if the Oblige should not procure an executed contract with any other person for the performance of the work contemplated in said Proposal, as accepted by the Oblige, upon the same terms and conditions, other than price, as provided in the Contract Documents, within the period provided in the Contract Documents during which no proposals of bidders may be withdrawn, whether because of the lack of other proposals, or because of the inability or refusal of any other bidder to enter into an appropriate contract, or because the cost under any higher proposal would be greater than the Oblige shall determine, in its sole discretion, that it can afford, then the Principal and the Surety agree to pay to the Oblige the full amount of this Bond as liquidated damages.

IN WITNESS WHEREOF, the Principal and the Surety cause this Bond to be signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(INDIVIDUAL PRINCIPAL)

\_\_\_\_\_  
(Signature of Individual) (Seal)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

(PARTNERSHIP PRINCIPAL)

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_ (Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_  
(Partner)

(Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_  
(Partner)

(Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)

(CORPORATION PRINCIPAL)

(Name of Corporation)

\_\_\_\_\_

(Vice) President

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

(Assistant Secretary)

(Corporate Seal)

(OR, IF APPROPRIATE)

(Name of Corporation)

\_\_\_\_\_

(Authorized Representative)

By: \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

(Title)

Subscribed and sworn to before me on

this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Title)

My Commission Expires:

\_\_\_\_\_

(CORPORATION SURETY)

(Name of Corporation)

\_\_\_\_\_

(Attorney-In-Fact)

By: \_\_\_\_\_

Witness:

\_\_\_\_\_

(Corporate Seal)

\*\* Attach an appropriate Power of Attorney, valid and in effect as of the date of this affidavit, evidencing the authority of the Attorney-In-Fact to act in behalf of the corporation.



PROPOSAL AND CONTRACT ( WHEN EXECUTED )

INSTRUCTIONS ON PAGE 4

THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS

A. DEPOSIT OF PROPOSALS.

All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for letting of June 13, 2014 ." DATE

City of Reading MUNICIPALITY (NAME & TYPE)

Linda A. Kelleher CITY CLERK

Sealed Proposals will be received on or before 3:00 PM on the above Letting Date. TIME

815 Washington Street Reading, PA 19601

ADDRESS

Bids will be opened and read at approximately 3:00 PM , on the above Letting Date. TIME

PROPOSALS MUST BE MAILED OR OTHERWISE DELIVERED TO THE ABOVE ADDRESS.

1 The contractor proposes to furnish and deliver all materials ( including Form CS-4171, CERTIFICATE OF COMPLIANCE and/ or TR-465 DAILY BITUMINOUS MIXTURE CERTIFICATION ) and to do and perform all work on the following project as more specifically set forth in the Schedule of Prices (Attachment), in accordance with drawings and specifications on file at the City of Reading Purchasing Office, 815 Washington Street, Reading, PA 19601, as well as the supplements and special requirements contained herein and/ or attached hereto and current PennDOT Specifications (Publication 408), except (a) bidders need not be prequalified by PennDOT (Sec.102.01), and (b) Volumetric testing of bituminous paving materials is not required (Sec. 409).

2 If designated as the successful bidder, the contractor will begin work on the date specified in the notice to proceed, or as otherwise provided in the special requirements, and will complete all work by August 23, 2014.

3 Accompanying this proposal is a certified check or bid bond in the amount of [redacted] made payable to the municipality as a proposal guarantee which, it is understood, will be forfeited in case the contractor fails to comply with the requirements of the proposal.

B. PROPOSAL OF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME / ADDRESS OF CONTRACTOR

CONTRACTORS CERTIFICATION

It is hereby certified as follows:

1 The only person interested in the proposal as principal (s) is (are):

---

---

2 None of the above persons are employees of the municipality.

3 This proposal is made without collusion with any other person, firm or corporation.

4 All plans and specifications referred to above and the site of the work have been examined by the contractor. The contractor understands that the quantities indicated herein are approximate and are subject to change as may be required; and that all work is payable on the basis of the unit price listed on the Schedule of Prices. (Attachment 1).

## NON-COLLUSION AFFIDAVIT

### INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

This Non-Collusion affidavit must be executed by the member, officer, or employee of the bidder who is authorized to legally bind the bidder.

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.

In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any form of bid submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

He/She is \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Bidder that has submitted the attached Bid or Bids;

He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said Bidder nor any of its officers; partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Reading or any person interested in the proposed Contract;

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and,

Neither the said Bidder nor any of its officers, partners, owners, agents or parties in interest, have any interest, present or prospective, that can be reasonably construed to result in a conflict of interest between them and the City of Reading, which the Bidder will be required to perform.

I state that \_\_\_\_\_ understands  
(Name of Firm)

and acknowledges that the above representations are material and important, and will be relied on by the City of Reading in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Reading of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires

**PROVIDER'S CERTIFICATION OF NON-INDEBTEDNESS  
TO THE CITY OF READING**

Provider hereby certifies and represents that Provider and Provider's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Reading (the "City"), and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Provider acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Provider and, if such breach or failure is not resolved to the City's satisfaction within a reasonable timeframe specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination).

\_\_\_\_\_  
NAME OF PROVIDER

By: \_\_\_\_\_  
AUTHORIZED SIGNATORY

Title: \_\_\_\_\_  
PRESIDENT OR VICE PRESIDENT

Attest: \_\_\_\_\_

RESOLUTION NO. 192-92

WHEREAS, reportedly, twenty-five cement manufacturing facilities in the United States are currently burning well over two billion pounds a year of hazardous waste as a source of fuel and additional profit in the cement manufacturing process; and

WHEREAS, approximately twenty cement manufacturing facilities are seeking permission to start this practice; and

WHEREAS, sufficient data and evidence as to the safety of cement products made from hazardous waste has not been proven; and

WHEREAS, it is in the best interest of the citizens of the City of Reading in regard to their health and quality of life that cement derived from hazardous waste be banned from any City projects.

NOW, THEREFORE, the Council of the City of Reading resolves that the City of Reading will not purchase cement from any facility that burns hazardous waste as fuel in its manufacturing process, nor allow the use of concrete made from this type of cement. This policy shall be reflected in city bid specifications.

PASSED COUNCIL April 1, 1993

WARREN H. HAGGERTY, JR.  
Mayor

ATTEST:

RUTH M. THOMPSON  
City Clerk

STATEMENT REGARDING MANUFACTURE OF CEMENT

The following statement is to be signed by an authorized officer of the company.

The undersigned contractor hereby certifies in accordance with City of Reading Resolution #192-92, that any cement used in performance of this contract shall not have been manufactured by a process using hazardous materials, as defined by the Environmental Protection Agency, in the manufacture and makeup thereof.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. Name of Bidder: \_\_\_\_\_
2. Permanent main office address: \_\_\_\_\_
3. When organized: \_\_\_\_\_
4. If a corporation, where incorporated: \_\_\_\_\_
5. How many years have you been engaged in the contracting business under your present firm or trade name: \_\_\_\_\_
6. Contracts on hand: (Schedule these on an attached sheet, showing amount of each contract and the appropriate anticipated dates of completion.)
7. Have you ever failed to complete any work awarded to you? If so, where and why?  
\_\_\_\_\_
8. Have you ever defaulted on a contract ? \_\_\_\_\_. If so, where and why?  
\_\_\_\_\_
9. List the more important projects recently completed by your company on an attached sheet, stating the approximate cost of each, and the month and year completed.
10. List your major equipment available for this contract.  
\_\_\_\_\_  
\_\_\_\_\_
11. Describe experience in construction work similar in importance to this project on an attached sheet.

12. Background and experience of the principal members of your organization, including the officers.

---

---

---

13. Credit available: \$ \_\_\_\_\_

14. Give Bank reference: \_\_\_\_\_

15. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the City? \_\_\_\_\_

16. (A) Have you ever been a party to or otherwise involved in any action or legal proceeding involving matters related to race, color, nationality or religion? \_\_\_\_\_ If so, give full details.

---

(B) Have you ever been accused of discrimination based upon race, color, nationality or religion in any action or legal proceeding including any proceeding related to any Federal Agency? \_\_\_\_\_. If so, give full details \_\_\_\_\_

---

17. All prospective bidders are required to present proof of an acceptable disposal method approved by the Pennsylvania Department of Environmental Protection. The proof may consist of a copy of a State Solid Waste Disposal Permit issued to the prospective bidder by the Pennsylvania Department of Environmental Protection, or a letter of approval from the Pennsylvania Department of Environmental Protection for the use of a proposed or existing disposal facility which has a permit or is under review for a permit. Same to be in accordance with Section 7 (a) application and permits, Pennsylvania Solid Waste Management - "Act 241."

18. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the "City of Reading" in verification of the recitals comprising this Statement of Bidder's Qualifications.

19. Name, address, phone number, and contact person at surety company who will provide bonding for this contract:

\_\_\_\_\_  
\_\_\_\_\_

20. Name, address, phone number, and contact person at insurance company who will provide insurance coverage for this contract:

\_\_\_\_\_  
\_\_\_\_\_

21. The undersigned hereby authorizes any person, firm or corporation to furnish any information requested by the City of Reading in verification of the recitals comprising this Statement of Bidder's Qualifications.

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(NAME OF BIDDER)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**BIDDER'S SWORN QUALIFICATION STATEMENT**

COUNTY OF )  
 )  
 ) §  
 )  
STATE OF )

The Undersigned, being duly sworn under oath, certifies that the following statements are true and correct:

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL:

1. What is the bidder's form of business, i.e., corporation, partnership, sole proprietor, or joint venture:
  
2. How many years has your organization been in business?
  
3. How many years have your organization been in business under its present name?
  
4. Give all trade names and former names that your organization has or is using?
  
5. If your organization is a corporation, give the:
  - A. Date of incorporation:
  - B. State of incorporation:
  - C. President's name:
  - D. Vice President's name(s):

6. If an individual or a partnership, give the:
  - A. Date or organization:
  - B. Name and address of all partners (state whether general or limited partnership):
  
7. If other than a corporation or partnership, describe your organization and name all principals or owners:
  
8. List states and categories in which your organization is legally qualified to do business giving all registration or license numbers.
  
9. List states in which partnership or trade name is filed.
  
10. List the types of work normally performed by your own forces.
  
11. Have you ever failed to complete any work awarded to you? If so, note when, where, and why:
  
12. Within the last five years, has any owner, officer or partner of your organization ever been an owner, officer or partner of another organization when it failed to complete a construction contract? If so, attach a separate sheet of explanation.
  
13. On a separate sheet, list major construction projects your organization has in process, giving the name or project, owner, architect, contract amount, percent complete, and scheduled completion date.
  
14. On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion, and percentage of the cost of the work performed with your own forces.

15. On a separate sheet, list the construction experience of the key individuals of your organization.
16. Trade References:
17. Bank References:
18. Name of Bonding Company and name and address of agent:
19. Attach a financial statement, audited if available, including Contractor's latest balance sheet and income statement showing the following items:
  - A. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses):
  - B. Net Fixed Assets:
  - C. Other Assets:
  - D. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes):
  - E. Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares per values, earned surplus, and retained earnings):

Name of firm preparing financial statement and date thereof:

Is this financial statement for the identical organization named on page 00420-1?

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

Will this organization act as guarantor of the contractor for construction?

Dated at \_\_\_\_\_ this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public:

My Commission Expires:

## EQUAL EMPLOYMENT OPPORTUNITY AND SECTION 3 QUESTIONNAIRE

(Please complete the following information and answer all questions; use an attached sheet as necessary.)

1. (a) Contractor: How many persons from the City of Reading \_\_\_\_\_, low income City residents \_\_\_\_\_, and minorities: \_\_\_\_\_ Black, \_\_\_\_\_ Hispanic, \_\_\_\_\_ White, \_\_\_\_\_ Asian/Pacific Islander, \_\_\_\_\_ Other, are on your present basic payroll?  
  
(b) Subcontractor: How many persons from the City of Reading \_\_\_\_\_, low income City residents \_\_\_\_\_, and minority groups: \_\_\_\_\_ Black, \_\_\_\_\_ Hispanic, \_\_\_\_\_ White, \_\_\_\_\_ Asian/Pacific Islander, \_\_\_\_\_ Other, are on your present basic payroll?
  
2. How many City of Reading residents \_\_\_\_\_, low income City residents \_\_\_\_\_, and minorities: \_\_\_\_\_ Black, \_\_\_\_\_ Hispanic, \_\_\_\_\_ White, \_\_\_\_\_ Asian/ Pacific Islander, \_\_\_\_\_ Other, are presently in training programs run by your company, your subcontractors, and associations to which you or your subcontractors may belong or with unions with which you and your subcontractors have collective bargaining agreements?  
  
\_\_\_\_\_
  
3. Does your firm, subcontractors, associations to which you or they belong or unions with which you or your subcontractors have collective bargaining agreements a definite plan for creating career situations, training and employment for residents of the City of Reading, low income citizens, and minorities? \_\_\_\_\_. If so, please include a copy of the plan with your formal bid and specify the number of individuals (from the groups referred to previously), to be placed in apprenticeship or other training situations. When is the program scheduled to begin? \_\_\_\_\_ What portion of the program is already in operation?
  
4. What plans does your firm have to utilize business concerns located in, or owned in substantial part by persons residing in the City?

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

Note: The penalty for making false statement in offers is prescribed in 18 U.S.C. 1001.

DATE: \_\_\_\_\_,

BY: \_\_\_\_\_  
(NAME OF BIDDER) (TITLE)

OFFICIAL ADDRESS:

CONTRACTOR'S STATEMENT FOR PUBLIC DISCLOSURE \*

1.     a/     Name of Contractor:  
  
       b/     Address and Zip Code of Contractor:
  
2.     If the Contractor is not an individual doing business under his own name, the Contractor has the status indicated below and is organized or operating under the laws of \_\_\_\_\_:  
  
       \_\_\_\_\_ a corporation  
  
       \_\_\_\_\_ a partnership known as:  
  
       \_\_\_\_\_ a business association or a joint venture known as:  
  
       \_\_\_\_\_ a Federal, State or Local government or instrumentality thereof  
  
       \_\_\_\_\_ other (explain)
  
3.     If the Contractor is not an individual or a government agency or instrumentality, give date of organization: \_\_\_\_\_
  
4.     Names, addresses, title of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, investors other than a government agency or instrumentality, are set forth as follows:
  - a/     If the Contractor is a corporation, the officers, directors, trustees, and each stockholder owning more than 10% of any share of stock.
  
  - b/     If the Contractor is a partnership, each partner, whether a general or limited partner, and either the percent of interest or a description of the character and extent of interest.
  
  - c/     If the Contractor is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
  
  - d/     If the Contractor is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

\* If space on this form is inadequate for any requested information, this should be furnished on an attached page which is referred to under the appropriate numbered item on the form.

Contractor's Statement for Public Disclosure

NAME, ADDRESS & ZIP CODE	POSITION TITLE (if any) AND PERCENT OF INTEREST OR DESCRIPTION OF <u>CHARACTER AND EXTENT OF INTEREST</u>
5.	Name, address and nature and extent of interest of each person or entity (not named in response to Item 4) who has a beneficial interest in any of the shareholders or investors named in response to Item 5 which gives such person or entity more than a computed 10% interest in the Contractor (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the Contractor, or more than 50% of the stock in a corporation which holds 20% of the stock of the Contractor).

NAME, ADDRESS & ZIP CODE	<u>DESCRIPTION OF CHARACTER AND EXTENT OF INTEREST</u>
6.	Names (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 4 or Item 5 above:
7.	Is the Contractor a subsidiary of or affiliated with any other corporation or any other firm or firms? ___ YES ___ NO. If yes, list each such corporation or firm by name and address, specify its relationship to the Contractor, and identify the officers and directors or trustees common to the Contractor and such other corporation or firm:
8.	Other federal grant projects under Title I of the Housing and Community Development Act of 1974 (CP.L.93-383), as amended, in which the Contractor or any of the principals of the Contractor is or has been the contractor, or a stock-holder, officer, director or trustee, or partner of such a contractor:
9.	If the Contractor or a parent corporation, a subsidiary, an affiliate or a principal of the Contractor is to participate in the work or services as a Subcontractor or consultant:  a/ Name and address of such Subcontractor or consultant:  b/ Has such Subcontractor within the last 10 years ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a contract? ___ YES ___ NO. If yes, explain:

Contractor's Statement for Public Disclosure

c/ Outstanding contract bids of such Subcontractor or consultant:

Awarding Agency

Amount

Date Opened

\$

10. Brief statement respecting equipment, experience, financial capacity, and other resources available to such Subcontractor or consultant for the performance of the work or services involved in the contract, specifying particularly the qualifications of the personnel, the nature of the equipment, and the general experience of the Subcontractor or consultant.

11. a/ Does any member of the governing body or employee of the Local Public Agency or any officer or employee of the Local Public Agency who exercises any functions or responsibilities in connection with the awarding and/or carrying out of the contract have any direct or indirect personal interest in the Contractor or in the Contractor's performance under the contract? \_\_\_YES \_\_\_NO. If yes, explain:

b/ Does any member of the governing body of the locality in which the Public Improvement Project is situated or any other public official of the locality, who exercises any functions or responsibilities in the review or approval of the awarding and/or carrying out of the contract have any direct or indirect personal interest in the Contractor or in the Contractor's performance under the contract? \_\_\_YES \_\_\_NO. If yes, explain:

**CERTIFICATION**

I (We) \_\_\_\_\_ certify that this Contractor's Statement for Public Disclosure is true and correct to the best of my (our) knowledge and beliefs.

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(ADDRESS & ZIP CODE)

\_\_\_\_\_  
(ADDRESS & ZIP CODE)

1 - If the Contractor is an individual, this Statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this Statement.

2 - Penalty For False Certification: Section 1001, Title 18, of the U.S.C. provides a fine of not more than \$10,000, or imprisonment of not more than five years, or both, for knowingly and willfully making or using any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry in a matter within the jurisdiction of any Department of the United States.

(ONLY AS NEEDED)

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. \_\_\_\_\_ TO BID FOR: \_\_\_\_\_

OPENING DATE: \_\_\_\_\_

NOTICE

This addendum must be signed, attached to, and returned with your proposal to the City of Reading by the time and date indicated above. This sheet is now part of the Contract Documents.

I, HEREBY CERTIFY, THAT THE CHANGES COVERED BY THIS ADDENDUM HAVE BEEN TAKEN INTO ACCOUNT WITH THE TOTAL BID PRICE.

Firm Name (Type or Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_

CONTRACT DOCUMENTS

## C O N T R A C T

NOTE; This contract is not to be filled in until contract is awarded.

THIS AGREEMENT, made and concluded this \_\_\_\_\_ day of \_\_\_\_\_, in the year two thousand and \_\_\_\_\_, by and between the City of Reading, a municipal corporation of the Commonwealth of Pennsylvania, located in the County of Berks, said Commonwealth, party of the first part, and \_\_\_\_\_, Contractor, party of the second part, pursuant to law and to the provisions and requirements of the ordinance of the City of Reading, Pennsylvania.

WITNESSETH, that the parties to these presents, each in consideration of the agreements on the part of the other herein contained, have agreed, and hereby do agree, the party of the first part for itself, its successors and assign, and the party of the second part for itself, himself, or themselves, its successors, or his or their executors and administrators as follows:

CONTRACTOR'S GENERAL AGREEMENT. The Contractor covenant, promises and agrees to and with the party of the first part, for the consideration hereinafter mentioned and contained, and under the penalty expressed in a bond bearing date of \_\_\_\_\_ and hereto attached, to furnish all the material, machinery, equipment, tools, labor and transportation, except as hereinafter otherwise provided, at his own cost, necessary or proper for the purpose of executing the work embraced in this contract in a good, substantial and workmanlike manner, and in strict accordance with the specifications pertaining to this contract a herein contained.

PARTS OF CONTRACT. The Location Map; Notice to Contractors; Bid Instructions; Documents to be Submitted with Bid; Contract Documents; Documents to be Submitted During the Course of the Contract; Wage Rate Determinations; Notice of Preconstruction Requirements and Pre-Construction Conference Questionnaire; Affirmative Action Requirements; General Provisions; Supplementary General Terms and Conditions; Technical Specifications; Supplementary Technical Specifications; and Correspondence and Supportive Documentation shall each form a part of the Contract.

THE CONTRACT SUM. The City shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in current funds as follows: \_\_\_\_\_  
\_\_\_\_\_ (state here the lump sum amount, unit prices, or both as desired in individual cases.)

Where the quantities originally contemplated are so changed that application of the agreed unit price to the quantity of work performed is shown to create a hardship to the Owner or the Contractor, there shall be an equitable adjustment of the Contract to prevent such hardship.

TIME & MANNER OF DOING WORK. The party of the second part agrees to commence the construction of the work to be done under this contract, immediately upon receiving written notice from the Director of Public Works, or other applicable Director, so to do and to complete the entire work as specified in the technical specifications, it being expressly agreed and understood that the time of beginning, rates of progress and time of completion of the work are essential under this contract. Time is to be considered to be the essence of this contract.

STIPULATED DAMAGES. The Contractor shall begin work within ten (10) days of receipt of written notice from the applicable Director, to do so. If the Contractor fails to complete and finish the work in conformity with the terms and provisions of this Contract within the time hereinbefore specified, he shall pay to the City the sum of Five Hundred Dollars (\$500.00) for each and every day thereafter, including Sundays and holidays, that the finishing of the Contract is delayed, which sum shall be construed as stipulated and liquidated damages and not as a penalty and shall be deducted from the amount due by the terms of the Contract; provided, however, that in case of justifiable delay, the City shall extend the time for completion of said work as provided for in Article G.7, but no extension of time for any reason beyond the time fixed herein for the completion of the work shall be deemed a waiver by the City of the right to abrogate this Contract for abandonment for delay.

LIENS. Neither the final payment nor any part of the retained percentage shall become due until the Contractor, if required, shall deliver to the City a complete release of all liens arising out of this Contract, or receipts

in full in lien thereof, and, if required in either case, an affidavit that so far as he has knowledge or information the release and receipts include all the labor and material for which a lien could be filed. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the City all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

BASIS OF CONTRACT. This contract is founded on \_\_\_\_\_

\_\_\_\_\_  
IN WITNESS WHEREOF, the said City of Reading has caused this Agreement to be executed by its Mayor, and its corporate seal to be hereunto affixed, duly attested by its City Clerk, and the party of the second part.

\_\_\_\_\_  
\_\_\_\_\_  
the day and year first above written.

CITY OF READING

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Signed and Sealed in the Presence of

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

PERFORMANCE BOND

Know All Men By These Presents that we, \_\_\_\_\_  
(CONTRACTOR)

hereinafter called the PRINCIPAL, and \_\_\_\_\_  
(SURETY)

hereinafter called the SURETY, a corporation organized and existing under the laws of  
the \_\_\_\_\_ are held and firmly bound unto

\_\_\_\_\_ hereinafter called the OBLIGEE, as hereinafter  
set forth, in the full and just sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum we bind ourselves,  
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WITNESSETH THAT:

WHEREAS, the PRINCIPAL heretofore submitted to the OBLIGEE a certain PROPOSAL, dated  
\_\_\_\_\_, 20\_\_\_\_, to perform the WORK for the OBLIGEE, in connection with the  
\_\_\_\_\_ as set forth in CONTRACT DOCUMENTS.

WHEREAS, the OBLIGEE is a "contracting body" under provisions of Act No. 385 of the General  
Assembly of the Commonwealth of Pennsylvania, approved by the Governor on December 20, 1967, known and  
cited as the "Public Works Contractors Bond Law of 1967" (the "Act"); and

WHEREAS, the Act, in Section 3(a), requires that, before an award shall be made to the PRINCIPAL by  
the OBLIGEE in accordance with the PROPOSAL, the PRINCIPAL shall furnish this BOND to the OBLIGEE,  
with this BOND to become binding upon the award of the CONTRACT to the PRINCIPAL by the OBLIGEE in  
accordance with the PROPOSAL; and

WHEREAS, it also is a condition of the CONTRACT DOCUMENTS that this BOND shall be furnished by  
the PRINCIPAL to the OBLIGEE; and

WHEREAS, under the CONTRACTOR DOCUMENTS, it is provided inter alia, that if the PRINCIPAL  
shall furnish this BOND to the OBLIGEE, and if the OBLIGEE shall make an award to the PRINCIPAL, in  
accordance with the PROPOSAL, then the PRINCIPAL and OBLIGEE shall enter into a CONTRACT with respect  
to performance of the WORK, the form of which CONTRACT is set forth in the CONTRACT DOCUMENTS.

NOW, THEREFORE, the terms and conditions of this BOND are and shall be that if the PRINCIPAL will  
truly and faithfully comply with and perform the WORK in accordance with the CONTRACT DOCUMENTS, at  
the time and in the manner provided in the CONTRACT DOCUMENTS, and if the PRINCIPAL shall satisfy all  
claims and demands incurred in or related to the performance of the WORK by the PRINCIPAL, and if the  
PRINCIPAL shall indemnify completely and shall hold harmless the OBLIGEE and all of its officers, agents and  
employees from any and all costs and damages which the OBLIGEE and all of its officers, agents and employees  
may sustain or suffer by reason of the failure of the PRINCIPAL to do so, and if the PRINCIPAL shall reimburse  
completely and shall pay to the OBLIGEE any and all costs and expenses which the OBLIGEE and all of its  
officers, agents or employees may incur by reason of any such default or failure of the PRINCIPAL, then this  
BOND shall be void; otherwise, this BOND shall remain in force and effect.

This BOND, is executed and delivered under and subject to the Act, to which reference hereby is made.

The PRINCIPAL and the SURETY agree that any alterations, changes and/or additions to the CONTRACT DOCUMENTS, and/or any alterations, changes and/or additions to the WORK to be performed in accordance with the CONTRACT DOCUMENTS, and/or any alterations, changes and/or additions to the CONTRACT , and/or any giving by the OBLIGEE of any extensions of time for the performance of the WORK in accordance with the CONTRACT DOCUMENTS, and/or any act of forbearance of either the PRINCIPAL or the OBLIGEE toward the other with respect to the CONTRACT DOCUMENTS, and/or the reduction of any percentage to be retained by the OBLIGEE as permitted by the CONTRACT DOCUMENTS, shall not release, in any manner whatsoever, the PRINCIPAL and the SURETY, or either of them, or their heirs, executors, administrators, successors and assigns, from liability and obligations under this BOND; and the SURETY, for value received, does waive notice of any such alterations, changes, additions, extensions of time, acts of forbearance and/or reduction of retained percentage.

IN WITNESS WHEREOF, the PRINCIPAL and the SURETY cause this BOND to be signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(INDIVIDUAL PRINCIPAL)

\_\_\_\_\_  
(Signature of Individual) (Seal)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_ (Seal)  
(Name of Partnership)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)  
(Partner)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)  
(Partner)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)  
(Partner)

(CORPORATION PRINCIPAL)

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
(Vice) President

Attest:

\_\_\_\_\_  
(Assistant Secretary)

(Corporate Seal)

(OR, IF APPROPRIATE)

(Name of Corporation)

\_\_\_\_\_

(Authorized Representative)

By: \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

(Title)

(CORPORATION SURETY)

(Name of Corporation)

\_\_\_\_\_

(Attorney-In-Fact)

By: \_\_\_\_\_

Witness:

\_\_\_\_\_

(Corporate Seal)

\*\* Attach an appropriate Power of Attorney, valid and in effect as of the date of this affidavit, evidencing the authority of the Attorney-In-Fact to act in behalf of the corporation.

PAYMENT BOND

Know All Men by These Presents:

That We, \_\_\_\_\_ (CONTRACTOR) hereinafter called the PRINCIPAL, and \_\_\_\_\_ (SURETY) hereinafter called the SURETY, a corporation organized and existing under laws of the \_\_\_\_\_ of \_\_\_\_\_ are held and firmly bound unto \_\_\_\_\_, hereinafter called the OBLIGEE, as hereinafter set forth, in the full and just sum of \_\_\_\_\_ dollar (\_\_\_\_\_), lawful money of the United States of America, for the payment of which we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Witnesseth That:

WHEREAS, the PRINCIPAL heretofore submitted to the OBLIGEE a certain PROPOSAL, dated \_\_\_\_\_, 20 \_\_, to perform the WORK for the OBLIGEE, in connection with the \_\_\_\_\_ as set forth in the CONTRACT, DOCUMENTS; and \_\_\_\_\_ Public Works, City of Reading, Pennsylvania.

WHEREAS, the OBLIGEE is a "contracting body" under provisions of the Act of the General Assembly of the Commonwealth of Pennsylvania, approved by the Governor on December 20, 1967, known as and cited as the "Public Works Contractors" Bond Law of 1967", P L 869 (the Act"): and

WHEREAS, the Act, in section 3(a), requires that, before an award shall be made to the PRINCIPAL by the OBLIGEE in accordance with the PROPOSAL, the PRINCIPAL shall furnish this BOND to the OBLIGEE, with this BOND to become binding upon the award of a CONTRACT to the PRINCIPAL by the OBLIGEE in accordance with the PROPOSAL: and

WHEREAS, it also is a condition of the CONTRACT DOCUMENTS that this BOND shall be furnished by the PRINCIPAL to the OBLIGEE; and

WHEREAS, under the CONTRACTOR DOCUMENTS, it is provided, inter alia, that if the PRINCIPAL shall furnish this BOND to the OBLIGEE, and if the OBLIGEE shall make an award to the PRINCIPAL in accordance with the PROPOSAL then the PRINCIPAL and the OBLIGEE shall enter into a CONTRACT with respect to performance of the WORK, the form of which CONTRACT is set forth in the CONTRACT DOCUMENTS.

NOW, THEREFORE, the terms and conditions of this BOND are and shall be that if the PRINCIPAL and any SUBCONTRACTOR of the PRINCIPAL to whom any portion of the WORK shall be subcontracted, and if all assignees of the PRINCIPAL and of any such SUBCONTRACTOR, promptly shall pay or shall cause to be paid, in full all money which may be due any claimant supplying labor or materials in the prosecution and performance of the WORK in accordance with the CONTRACT DOCUMENTS, including any amendment, extension or addition to the CONTRACT DOCUMENTS, for material furnished or labor supplied or labor performed, then this BOND shall be void; otherwise, this BOND shall be and shall remain in force and effect.

This BOND, as provided by the Act, shall be solely for the protection of claimants supplying labor or materials to the PRINCIPAL or to any SUBCONTRACTOR of the PRINCIPAL in the prosecution of the WORK covered by the CONTRACT DOCUMENTS, including any amendment, extension or addition thereto. The term "claimant", where used herein and as required by the Act, shall mean any individual, firm, partnership, association or corporation. The phrase "labor or materials", when used herein and as required by the Act, shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site of the WORK covered by the CONTRACT. As required by the Act, the provisions of this BOND shall be applicable whether or not the material furnished or labor performed enters into and becomes a component part of the public building, public work or public improvement contemplated by the CONTRACT DOCUMENTS.

As provided and required by the Act, the PRINCIPAL and the SURETY agree that any claimant, who has performed labor or furnished material in the prosecution of the WORK in accordance with the CONTRACT DOCUMENTS, including any amendment, extension or addition to the CONTRACT DOCUMENTS, and who has not been paid therefore, in full, before the expiration of ninety (90) days after the last day on which such claimant performed the last of such labor or furnished the last of such materials for which payment is claimed, may institute an action upon this BOND, in the name of the claimant, in assumpsit, to recover any amount due the claimant for such labor or material, and may prosecute such action to final judgment and may have execution upon the judgment; provided, however, that:

- (a) Any claimant who has a direct contractual relationship with any SUBCONTRACTOR of the PRINCIPAL, but has no contractual relationship, express or implied, with the PRINCIPAL, may institute an action upon this BOND only if such claimant first shall have given written notice, served in the manner provided in the Act, to the PRINCIPAL, within ninety (90) days from the date upon which such claimant performed in the last of the labor or furnished the last of the materials for which payment is claimed, stating, with substantial accuracy, the amount claimed and the name of the person for whom the WORK was performed or to whom the material was furnished; and
- (b) No action upon this BOND shall be commenced after the expiration of one (1) year from the day upon which the last of the labor was performed or material was supplied, for the payment of which such action is instituted by the claimant; and
- (c) Every action upon this BOND shall be instituted either in the appropriate court of the County where the WORK is to be performed or of such other County as Pennsylvania statutes shall provide, or in the United States District Court for the district in which the PROJECT, to which the CONTRACT relates, is situated, and not elsewhere.

This BOND is executed and delivered under and subject to the Act, to which reference hereby is made.

The PRINCIPAL and the SURETY agree that any alterations, changes and/or additions to the CONTRACT DOCUMENTS, and/or any alterations, changes and/or additions to the WORK to be performed in accordance with the CONTRACT DOCUMENTS, and/or any alterations, changes and/or additions to the CONTRACT, and/or any given by the OBLIGEE of any extensions of time for the performance of the WORK in accordance with the CONTRACT DOCUMENTS, and/or any act of forbearance of either the PRINCIPAL or the OBLIGEE toward the other with respect to the CONTRACT DOCUMENTS, and/or the reduction of any percentage to be retained by the OBLIGEE as permitted by the CONTRACT DOCUMENTS, shall not release, in any manner whatsoever, the PRINCIPAL and the SURETY, or either of them, or their heirs, executors, administrators, successors and assigns, from liability and obligations under this BOND; and the SURETY for value received, does waive notice of any such alterations, changes, additions, extensions of time, acts of forbearance and/or reduction of retained percentage.

If the PRINCIPAL is a foreign corporation (incorporated under the laws other than those of the Commonwealth of Pennsylvania) then further terms and conditions of this BOND are and shall be that the PRINCIPAL or the SURETY shall not be discharged from liability on this BOND, nor this BOND surrendered until such PRINCIPAL files with the OBLIGEE a certificate from the Pennsylvania Department of Revenue evidencing the payment in full of all bonus taxes, penalties and interest, and a certificate from the Bureau of Employment and Unemployment Compensation of the Pennsylvania Department of Labor and Industry, evidencing the payment of all unemployment compensation, contributions, penalties and interest due the Commonwealth from said PRINCIPAL or any foreign corporation,

SUBCONTRACTOR thereunder or for which liability has accrued but the time for payment has not arrived, all in accordance with provisions of the Act of June 10, 1947, P.L 493, of the Commonwealth of Pennsylvania.

In Witness Whereof, the PRINCIPAL and the SURETY cause this BOND to be signed, sealed and delivered this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_.

(INDIVIDUAL PRINCIPAL)

\_\_\_\_\_  
(Signature of Individual) (Seal)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_  
(Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Witness:

\_\_\_\_\_

(Seal)

By: \_\_\_\_\_  
(Partner)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)

(CORPORATION PRINCIPAL)

(Name of Corporation)

\_\_\_\_\_

(Vice) President

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

(Assistant Secretary)

(Corporate Seal)

(OR, IF APPROPRIATE)

(Name of Corporation)

\_\_\_\_\_

(Authorized Representative)

By: \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

(Title)

(CORPORATION SURETY)

(Name of Corporation)

\_\_\_\_\_

(Attorney-In-Fact)

By: \_\_\_\_\_

Witness:

\_\_\_\_\_

(Corporate Seal)

\*\* Attach an appropriate Power of Attorney, valid and in effect as of the date of this affidavit, evidencing the authority of the Attorney-In-Fact to act in behalf of the corporation.

WAGE RATE COMPLIANCE BOND

BOND NO. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_,  
(Contractor)

\_\_\_\_\_, (hereinafter referred  
(Full Address)

to as EMPLOYER), \_\_\_\_\_, Insurance Company, a corporation organized  
and existing under the laws of the State of \_\_\_\_\_ (hereinafter referred to as SURETY),  
are hereby severally held and firmly bound in the sum of \_\_\_\_\_ Dollars, being 50% of the  
estimated or bidded price of the contract, lawful money of the United States of America, unto the City of

Reading, City Hall, 815 Washington Street, Reading, PA, 19601-3690, (hereinafter referred to as CITY), as its  
interests may appear.

NOW THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that if Employer and any subcontractors  
shall promptly pay wages due their employees for work performed under an agreement dated \_\_\_\_\_,  
20\_\_\_\_ (including amendments thereto), between Employer and City based on the minimum prevailing wages  
specified in said Agreement as published by the United States Department of Labor and as reflected in a Contract  
between Employer and City, dated \_\_\_\_\_, 20\_\_, then the above obligation shall be void, otherwise it shall  
remain in full force and effect.

The Surety's obligation under this Bond shall cover payments due as aforesaid for work performed by employees  
during the period commencing \_\_\_\_\_, 20\_\_\_\_, and ending with the completion of the project in  
accordance with a certificate of Completion issuable by the City.

We, the said Employer and Surety, and each of us do bind and oblige ourselves, to the extent of our respective liabilities hereunder, as well as our heirs, executors, administrators, successors and assigns, and every one of them, firmly by these presents.

SIGNED, SEALED, AND DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(INDIVIDUAL PRINCIPAL)

\_\_\_\_\_  
(Signature of Individual) (Seal)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_  
(Name of Partnership) (Seal)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)  
(Partner)

(CORPORATION PRINCIPAL)

(Name of Corporation)

\_\_\_\_\_

(Vice) President

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

(Assistant Secretary)

(Corporate Seal)

(OR, IF APPROPRIATE)

(Name of Corporation)

\_\_\_\_\_

(Authorized Representative)

By: \_\_\_\_\_

(CORPORATION SURETY)

(Name of Corporation)

\_\_\_\_\_

(Attorney-In-Fact)

By: \_\_\_\_\_

Witness:

\_\_\_\_\_

(Corporate Seal)

\*\* Attach an appropriate Power of Attorney, valid and in effect as of the date of this affidavit, evidencing the authority of the Attorney-In-Fact to act in behalf of the corporation.

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_

\_\_\_\_\_ hereinafter called the PRINCIPAL, and (CONTRACTOR)

\_\_\_\_\_ hereinafter called the SURETY, a corporation organized and existing  
(SURETY)

under laws of the \_\_\_\_\_ of \_\_\_\_\_, are held and firmly  
bound unto \_\_\_\_\_, hereinafter called the OBLIGEE, as hereinafter set (OWNER)  
forth, in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

lawful money of the United States of America, for the payment of which we bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents,

WITNESSETH THAT:

Whereas, the PRINCIPAL heretofore submitted to the OBLIGEE a certain PROPOSAL, dated \_\_\_\_\_,  
20\_\_ to perform the WORK for the OBLIGEE, in connection with the construction of \_\_\_\_\_  
\_\_\_\_\_ as set forth in the CONTRACT  
DOCUMENTS as prepared by the CITY OF READING.

Now, therefore, the condition of this BOND shall be such that: If the PRINCIPAL shall remedy, without cost to the  
OBLIGEE, all defects which may develop during the period of one (1) year from the date of completion by the  
PRINCIPAL and final acceptance of the OBLIGEE of the WORK performed in accordance with the CONTRACT  
DOCUMENTS, which defects, in the sole judgment of the OBLIGEE, shall be caused by or shall result from  
defective or inferior materials or workmanship, and if the PRINCIPAL shall satisfy all claims and demands arising  
from or related to such defects or growing out of such defects. and if the PRINCIPAL shall indemnify completely  
and shall save harmless the OBLIGEE from any and all costs and damages which the OBLIGEE may sustain or  
suffer by reason of the failure so to do; and if the PRINCIPAL shall reimburse completely and shall pay to the  
OBLIGEE any and all costs and expenses which the OBLIGEE may incur by reason of anv such default or failure of  
the PRINCIPAL, then this BOND shall be void; otherwise, this BOND shall be and shall remain in full force and  
effect.

The PRINCIPAL and the SURETY agree that any alterations, changes and/or additions to the CONTRACT  
DOCUMENTS, and/or any alterations, changes and/or additions to the WORK to be performed in accordance with  
the CONTRACT DOCUMENTS, and/or any alterations, changes and/or additions to the CONTRACT, and/or any  
giving by the OBLIGEE of any extensions of time for the performance of the WORK in accordance with the  
CONTRACT DOCUMENTS, and/or any act of forbearance of either the PRINCIPAL or the OBLIGEE toward the  
other with respect to the CONTRACT DOCUMENTS, and/or the reduction of any percentage to be retained by the  
OBLIGEE as permitted by the CONTRACT DOCUMENTS, shall not release, in any manner whatsoever, the  
PRINCIPAL and the SURETY, or either of them, or their heirs, executors, administrators, successors and assigns  
from liability and obligations under this BOND; and the SURETY for value received, does waive notice of any such  
alterations, changes, additions, extensions of time, acts of forbearance and/or reduction of retained percentage.

In Witness Whereof, the PRINCIPAL and the SURETY cause this BOND to be signed, sealed and delivered this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(INDIVIDUAL PRINCIPAL)

\_\_\_\_\_  
(Signature of Individual) (Seal)

Witness:

\_\_\_\_\_

Trading and Doing Business as:

\_\_\_\_\_

(PARTNERSHIP PRINCIPAL)

\_\_\_\_\_ (Seal)  
(Name of Partnership)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_ (Seal)  
(Partner)

(CORPORATION PRINCIPAL)

(Name of Corporation)

\_\_\_\_\_

(Vice) President

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

(Assistant Secretary)

(Corporate Seal)

(OR, IF APPROPRIATE)

(Name of Corporation)

\_\_\_\_\_

(Authorized Representative)

By: \_\_\_\_\_

(CORPORATION SURETY)

(Name of Corporation)

\_\_\_\_\_

(Attorney-In-Fact)

By: \_\_\_\_\_

Witness:

\_\_\_\_\_

(Corporate Seal)

\*\* Attach an appropriate Power of Attorney, valid and in effect as of the date of this affidavit, evidencing the authority of the Attorney-In-Fact to act in behalf of the corporation.

STATEMENT ACCEPTING PROVISIONS OF WORKERS' COMPENSATION ACT

STATE OF \_\_\_\_\_

ss.

COUNTY OF \_\_\_\_\_

The undersigned contractor has accepted the provisions of the Workers' Compensation Act of Pennsylvania, with all supplements, and has insured liability thereunder in accordance with the terms thereof with the insurance company whose signature is attached hereto.

For Individual

\_\_\_\_\_(SEAL)

FOR CORPORATION

\_\_\_\_\_  
(Name of Corporation)

By: \_\_\_\_\_  
(Official Title)

Attest: \_\_\_\_\_  
(Secretary or Asst. Secretary)

FOR PARTNERSHIP

\_\_\_\_\_  
(Name of Partnership)

By: \_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)  
(Partners)

\_\_\_\_\_(Name of Insurance Company)

By: \_\_\_\_\_  
(Attorney-In-Fact)

STIPULATION AGAINST LIENS

WHEREAS, \_\_\_\_\_, hereinafter called the CONTRACTOR, has entered into a CONTRACT, dated \_\_\_\_\_, 20\_\_\_\_, with \_\_\_\_\_ hereinafter called the CITY, to provide materials and perform labor necessary for the manufacture and furnishing of the: as set forth in the CONTRACT DOCUMENTS as prepared by the City of Reading.

NOW, THEREFORE, it is hereby stipulated and agreed by and between the said parties, as part of the said CONTRACT, and for the consideration therein set forth, that neither the undersigned CONTRACTOR, any SUBCONTRACTOR or material man, nor any other person furnishing labor or materials to the said CONTRACTOR under this CONTRACT shall file a lien, commonly called a mechanic's lien, for WORK done or materials furnished for the above manufacture.

This stipulation is made and shall be filed with the Berks County Prothonotary within ten (10) days after execution, in accordance with the requirements of Section 1402 of the Mechanics Lien Law of 1963 of the Commonwealth of Pennsylvania in such case provided.

IN WITNESS WHEREOF, the parties hereto have caused the signature of their proper officers to be affixed thereto on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ .

(SEAL)

\_\_\_\_\_  
(CITY OF READING)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(CONTRACTOR)

ATTEST:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

INDEMNITY AGREEMENT & HOLD HARMLESS

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned has entered into a contract with the CITY OF READING, dated \_\_\_\_\_, 20 \_\_, providing for the \_\_\_\_\_  
\_\_\_\_\_ City of Reading, Pennsylvania.

NOW, THEREFORE, in consideration of the award of said contract to the undersigned, \_\_\_\_\_, as well as in further consideration of the sum of ONE DOLLAR (\$1.00) in hand paid to the said \_\_\_\_\_ by the City of Reading, receipt whereof is hereby acknowledged, the said \_\_\_\_\_ agrees to indemnify and save harmless the CITY OF READING, its officers, agents, servants, and employees against any and all loss, damage, costs and expenses which the said CITY may hereafter suffer, incur, be put to or pay by reason of any bodily injury (including death) or damage to property arising out of any act or omission in performance of the work undertaken under the aforesaid contract.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
(Title)

NOTICE TO PROCEED

TO:

Project \_\_\_\_\_

Contract No. \_\_\_\_\_

Amount of Contract \_\_\_\_\_

You are hereby notified to commence work on the referenced contract on or before \_\_\_\_\_, 20\_\_\_\_, and shall fully complete all of the work of said contract within \_\_\_\_\_ consecutive calendar days thereafter. Your completion date is therefore \_\_\_\_\_, 20\_\_\_\_.

The contract provides for an assessment of the sum of \$ \_\_\_\_\_ as liquidated damages for each consecutive calendar day after the above established contract completion date that the work remains incomplete.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

ACCEPTANCE OF NOTICE

Receipt of foregoing Notice to Proceed is hereby acknowledged

By \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

DAVIS-BACON LABOR & INDUSTRY WAGE RATES

TO: **ALL CONTRACTORS**

FROM: City of Reading Community Development

RE: Davis Bacon Prevailing Wage Act

Because of the use of federal funding, below is a checklist of items that contractors are required to properly complete and submit **in order for the CD Office to process the first payment request**:

- IRS Number
- Certified Payrolls
- Certificate Appointing Officer or Employee To Supervise Payment of Employees
- Contractor or Subcontractor Certification
- Attachments I and II
- Affirmative Action Plan (for contracts over \$100,000)
- Section 3 Certification (for contracts over \$100,000)
- Section 3 Statement
- Equal Employment / Section III Questionnaire
- Construction Start Date
- Fringe Benefit Plan
- Workforce Roster
- Apprenticeship Agreements (If Apprentice's work on project)

It is the **GENERAL CONTRACTOR'S** responsibility to explain, obtain and review the above documentation from their subcontractors. The Community Development Office will accept only documentation forwarded by the General Contractor.

NOTICE

WAGE RATES WILL BE DISTRIBUTED 10 DAYS PRIOR TO THE BID DUE DATE.

## GENERAL PROVISIONS

## GENERAL PROVISIONS

G.1 SUB-HEADINGS. The paragraph headings are inserted in these provisions and the following specifications for convenience only and shall not be considered as interpreting or limiting the application of paragraphs.

G.2 DEFINITIONS. The following terms and expressions used in this contract and specifications shall be understood as follows:

The expression "The City" shall mean the City of Reading, Pennsylvania, the party of the first part to this contract.

The word "Engineer" shall mean the Engineer, Architect, or other official in direct charge of the work for the City or his authorized representative as designated by the applicable Director.

The word "Inspector" shall mean an inspector of the City assigned to the inspection of materials, structures and workmanship under this contract.

The word "Contractor" shall mean the party of the second part to this contract, whether a corporation, partnership, or individual.

The word "Specifications" shall mean the specifications describing the work, the drawings, and the general provisions.

The word "Drawings/Plans" shall mean the general drawings, plans, maps, diagrams or illustrations accompanying these specifications, and such supplementary drawings as may be furnished from time to time.

The term "Materials" as used herein includes, in addition, to materials incorporated in the project used or to be used in the operation thereof, equipment and other materials used and/or consumed in the performance of the work.

Wherever in the specifications the words "to be," "to be done," "if," "as," "directed," "required," "permitted," "ordered," "instructed," "designated," "considered necessary," or words of like import are used, it shall be understood that the direction, requirement, permission, order, instruction, designation or decision of the Engineer is intended, and similarly the words "approved," "acceptable," "satisfactory," or words of like import, shall mean approved by, acceptable or satisfactory to, the applicable Director or the Engineer, unless the context show that another meaning is plainly intended.

G.3 SPECIFICATIONS AND DRAWINGS. The specifications and drawings are intended to cover all of the work that is known to be required to effect a complete installation. They are intended to be mutually explanatory of each other, but should any discrepancy or inconsistency appear or any misunderstanding arise as to the import of anything contained in either the specifications or the drawings, the interpretation of the doubtful portions will be made by the Engineer, whose decision shall, in all cases, be final and binding on the Contractor. Any materials or workmanship obviously necessary to satisfactory completion shall be furnished and installed whether or not specifically shown or mentioned. Any corrections of errors or omissions in the specifications or drawings, or both, may be made by the Engineer when such correction is necessary for the proper fulfillment of their intention as determined by him/her. Figures shall have preference over scale in reading dimensions. Copies of the specifications and drawings shall be kept constantly at the work. Any supplementary or detail drawings which may be made by the Engineer subsequent to the date of this contract, relating to the work herein contemplated, as showing more particularly the details of the work to be done, or specifications and the drawings furnished by the Contractor and approved by the Engineer, are, and are to be held to be, controlling parts of this contract insofar as they do not conflict with other provisions of the contract.

If the Contractor, in the course of the work, finds any discrepancy between the plans and the physical conditions of the locality, or any errors or omissions in the plans or in the layout as given by the points and instructions furnished by the Engineer, it shall be his duty to inform the Engineer, in writing, and the Engineer shall promptly verify the same. Any work done after such discovery, until authorized, will be done at the Contractor's risk.

G.4 ENGINEER TO DECIDE. All work under this contract shall be done in a manner acceptable to the Engineer, who shall determine the amount, quality, acceptability and fitness of the several kinds of work and material which are to be paid for hereunder, and shall decide all questions which may arise as to measurements of quantities and the fulfillment of the conditions of this contract on the part of the Contractor.

G.5 WORK TO BE DONE IN ACCORDANCE WITH SPECIFICATIONS AND DRAWINGS. The work at all stages of its completion must conform with the specifications and drawings and with the lines and grades and other instructions of the Engineer, as given from time to time during the progress of the work. In no case will any work in excess of the requirements of the drawings as interpreted by the Engineer be paid for unless authorized in writing by the Engineer.

G.6 RIGHT TO MAKE CHANGES IS RESERVED. The City reserves the right to make alterations in the location, lines, grade, plan, form dimensions, numbers or materials of the work herein contemplated, either before or after the commencement of construction. If such alterations diminish the amount of work to be done, they shall not form the basis for a claim for damage or for loss of anticipated profits from the work which may be dispensed with; if they increase the amount of work, such increase shall be paid for according to the quantity of work actually done and at prices stipulated for such work under this contract. All work actually done under a unit price (where applicable) contract, whether more or less than the quantity estimated or specified, shall be paid for by the determined units, on the basis of the bid per unit in the proposal.

G.7 EXTENSION OF TIME. If the Contractor is delayed at any time in the progress of the work by any act or neglect of the City, or by City employees, or by any other contractor employed by the City, or by changes ordered in the work, or by strikes, lockouts, fire, unusual delay in transportation, unavoidable casualties or any causes beyond the Contractor's control, or by any cause which the Engineer shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the Engineer may decide subject to the approval of the applicable Director.

No such extension shall be made for delay due to rejection of defective materials or workmanship or for any delay occurring more than seven (7) days before claim therefore is made in writing to the Engineer. In the case of a continuing cause of delay, only one claim is necessary.

If no schedule or agreement stating dates upon which drawings shall be furnished is made, then no claim for delay shall be allowed because of any delay in the furnishing of drawings to the Contractor.

G.8 ADEQUATE PLANT AND METHODS. The Contractor shall furnish such construction plant and use such methods and appliances as will secure a satisfactory quality of work and a rate of progress which will insure the completion of the work within the time specified. Before starting the installation of the construction plant, the Contractor shall submit to the Engineer, for approval, a plan showing the general arrangement of the plant to be installed and the proposed facilities for storage of materials and equipment. If at any time the plant or any portion of it shall appear to the Engineer to be, or likely to become, inadequate, incomplete, faulty or unsafe, the Contractor shall promptly obey the orders of the Engineer to supplement or to remove or replace the same; but the failure of the Engineer to issue such orders shall not relieve the Contractor of his responsibility for the efficiency, adequacy and safe operation of the plant.

He shall cover and protect his work from damage, and all injury to the same, before completion of the contract.

He shall be financially responsible for all damage to the party of the first part or its property, to other contractors, to the neighboring premises, or to any private or personal property, for any cause whatsoever, during the period of the contract.

G.9 WORKERS. The Contractor shall employ only competent and skillful employees to do the work, and whenever the Engineer shall notify the Contractor, in writing, that any person on the work is, in his/her opinion, incompetent, unfaithful or disorderly, uses threatening or abusive language to any official having supervision of the work, or is in any other way unsatisfactory, such person shall be discharged from the work and shall not again be employed on it except with the consent of the Engineer.

Neither party shall employ or hire any employee of the other party without the latter's consent.

**G.10 WAGES.** All employees directly employed on this work shall be paid wages which shall in no event be less than the minimum hourly wage rates for skilled, semi-skilled, and unskilled labor prescribed by the Commonwealth of PA Prevailing Wage Act, P.L. 987 as may be amended, if applicable.

**G.11 PENALTY FOR FAILURE TO LIVE UP TO MINIMUM WAGE CONTRACT.** A penalty shall be exacted from the Contractor in an amount equal to twice the difference between the minimum wage contained in the prescribed wage rates, and the wage actually paid to each laborer or mechanic for each day during which he has been employed at a wage less than that prescribed.

**G.12 INSPECTORS TO REPORT VIOLATIONS.** Every person assigned as an Inspector of the work to be performed under this contract, in order to aid in enforcing the fulfillment of the minimum wage requirements thereof, shall, upon observation or investigation, report to the applicable Director, all violations of minimum wage stipulations, together with the name of each laborer or mechanic who has been paid a wage less than that prescribed, and the day or days of such violation.

**G.13 PENALTIES TO BE WITHHELD FROM MONEYS DUE THE CONTRACTOR.**

All minimum wage violation penalties shall be withheld and deducted for the use of the City from any moneys due the Contractor by the City; provided, that if the Contractor subsequently pays to all laborers and mechanics the balance of the amounts stipulated as minimum wages, the City shall pay to the Contractor the amounts so withheld.

**G.14 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES.** The Contractor hereby assumes all responsibility for himself/herself, his/her agents and employees growing out of connection with the execution of the work called for by this contract, for the violation of, City ordinances and the laws governing contract work in the Commonwealth of Pennsylvania. The Contractor further agrees to hold the City of Reading harmless from all responsibility for employees on this work under the Workmen's Compensation Act of the Commonwealth of Pennsylvania, and to carry insurance on his/her employees, as provided thereby.

**G.15 CONTRACTOR REPRESENTED ON THE WORK.** The Contractor shall give personal attention constantly to the faithful prosecution of the work and shall be present, either in person or by a competent superintendent, on the site of the work, continuously during its progress. Such representative shall have authority to receive and to act without delay upon all instructions of the Engineer or assistants in the prosecution of the work in conformity with the contract.

Insofar as it is practicable, all orders given by the Engineer to the Contractor shall be in writing. In those cases where orders are given orally they shall be confirmed in writing. Orders or directions, written or oral, from the Engineer, delivered to the Contractor's office shall be considered as delivered to the Contractor.

**G.16 REPRESENTATIVE MUST BE PRESENT.** In case the Engineer or a representative may at any time have occasion to give directions regarding the work for the reason that the same is not, in the Engineer's opinion, being carried out in accordance with the provisions of this contract, and should there be no responsible representative of the Contractor on the ground empowered to receive such instructions, the Engineer or a representative shall order that particular portion of the work to be stopped until such representative of the Contractor appears and receives instructions. It is hereby agreed that suspensions of the work for such cause shall not entitle the Contractor to claims for damage of any kind, nor to an extension of the time in which to complete the work to be done under this contract.

**G.17 LEGAL ADDRESS OF CONTRACTOR.** The address given in the bid or proposal upon which this contract is based is hereby designated as the legal address where all notices, letters and other communications to the Contractor shall be mailed or delivered prior to the beginning of the work provided for in this contract. The delivery at the above-named place, or depositing in a post-paid wrapper directed to the above place, in any post office box regularly maintained by the post office, of any notice, letter or other communication to the Contractor, shall be deemed sufficient service thereof upon the Contractor and the date of said service shall be the date of such delivery or mailing.

G.18 CHANGE IN ADDRESS. Such address may be changed at any time by an instrument in writing executed and acknowledged by the Contractor and delivered to the City. Nothing herein contained shall be deemed to preclude or render inoperative the service of any notice, letter or other communication upon the Contractor personally.

G.19 LAWS, ORDINANCES AND REGULATIONS. The Contractor shall be fully informed as to all laws, ordinances and regulations in any manner affecting those engaged or employed in the work, or the materials used in the work, or in any way affecting the conduct of the work, and of all orders and decrees of bodies or tribunals having any jurisdiction over the same, if any discrepancy or inconsistency shall be discovered in this contract, specifications or drawings, in relation to any such law, ordinance, population, order or decree, the contractor shall immediately report the same in writing to the Engineer. At all times the Contractor shall observe and comply with all laws, ordinances, regulations, orders and decrees which may be in effect during the progress of this contract; and shall indemnify and save harmless the City and its officers and employees against any claim or liability arising from the violation of any legal requirement in the prosecution of this contract.

G.20 INDEMNIFICATION OF CITY. In case any action at law, proceeding in eminent domain, or suit in equity may or shall be brought against the party of the first part, or any of its offices or agents, for or on account of the failure, omission or neglect of the Contractor or the subcontractors, his/her or their employees or agents, to do and perform any of the covenants acts, matters, or things by this contract undertaken to be done or performed by the Contractor or subcontractors, his/her or their employees or agents, or for any injury or damage caused by the negligence of the Contractor or subcontractors, his/her or their employees or agents, or for damage or injury for which the Contractor undertakes responsibility under the provisions of this contract, the Contractor shall immediately assume and take charge of the defense to such actions, proceedings or suits in like manner and to all intents and purposes, as if said actions, proceedings or suits had been brought directly against the Contractor; and the Contractor shall also indemnify and save harmless the party of the first part, its officers and agents, of and from all loss, cost or damage whatever arising out of such actions, proceedings or suits as may or shall be brought as aforesaid.

G.21 SUITS AND CLAIMS. The Contractor agrees to indemnify and save harmless the City of Reading, the applicable Director, the Engineer, and their assistants, from all suits or actions of every name and description, either in law or in equity, including proceedings in eminent domain for the recovery of consequential damages, or for or on account of use of patented appliance, brought against them or either of them, or for any damage or injuries received or sustained by any party or parties, person or persons, natural or artificial, either in the performance or as a result of the work under this agreement, regardless of whether such suits, actions or proceedings brought are based or grounded upon negligence of the Contractor, the subcontractors, or his/her or their agents, servants or employees. The Contractor further agrees that all or as much of the monies due under this agreement as shall be or may be considered necessary by the applicable Director, shall or may be retained, without any liability of the City to the Contractor, for interest thereon because of the retention thereof, until all such suits, proceedings or claims have been settled or terminated, and satisfactory evidence to that effect furnished to the applicable Director, provided however, that no such monies shall be retained by the City after six (6) years following the completion and acceptance of the work under the contract, excepting for or on account of claims filed or suits or proceedings begun before the expiration of the applicable statute of limitations.

G.22 RESPONSIBILITY FOR INJURY. The Contractor shall assume all responsibility for loss, damage or injury to persons or property arising out of the nature of the work, from the actions of the elements, or from any unforeseen or unusual difficulties over which the City has no control, in addition to and without limiting the Contractor's liability under the other provisions of the contract.

G.23 CONTRACTOR'S CLAIMS FOR DAMAGE. If the Contractor claims compensation for any damage alleged to have been sustained by reason of any act or omission on the part of the City or any of its agents, he shall, within one (1) week after the sustaining of such damage, make a written statement to the Engineer of the nature of the damage sustained, and shall, on or before the fifteenth (15th) day of the month succeeding that in which any such damage shall have been sustained, file with the Engineer an itemized statement of the details and amounts of such damage, and unless such statement shall be made as so required, the claim for compensation shall be forfeited and invalid, and the Contractor shall not be entitled to payment on account of any such damage.

G.24 LINES AND GRADES. All lines and grades will be given by the Engineer, but the Contractor shall provide such material and give such assistance therefore as may be required by the Engineer, and the marks so given shall be carefully preserved. The Contractor shall keep the Engineer informed, a reasonable time in advance, of the time and places a which he/she intends to work, in order that lines and grades may be furnished and necessary measurements for record and payment made with the minimum inconvenience to the Engineer or delay to the Contractor. No claim for extra payment will be allowed for the cost to the Contractor of any material, work or delay occasioned by giving lines and grades, or making necessary measurements or inspections, as all such cost shall be considered to have been included in the price bid for the work.

G.25 INSPECTION. The Engineer will appoint such person or persons as may be deemed necessary to inspect properly the materials furnished and the work done under this contract, and to see that the same correspond strictly with these specifications. Such materials and workmanship shall always be subject to the approval of the Engineer, but no inspection, approval or acceptance of any part of the work herein contracted for or of the materials used therein, nor any payment on account thereof, shall prevent the rejection of said work or materials at any time thereafter during the existence of this contract, should said work or materials be found to be defective, or not in accordance with the requirements of the contract.

The Contractor shall permit, or secure permission for the Engineer or a duly authorized Inspector or representative to enter any manufactory, shop or other place where any material for, or part of the work is being prepared, manufactured or constructed, at any time when such work is in progress. The Contractor shall furnish and prepare, or cause to be furnished or prepared, without charge, all such assistance, appliances, samples of materials and test specimens as may be ordered by the Engineer or such Inspector or representative for the purpose of making official tests and investigations. The Engineer shall be notified of the time and place of preparation, manufacture or construction of any material for, or part of the work which he/she may wish to inspect before delivery at the site of the work. Such notification shall be give a sufficient time in advance of the beginning of the work on such material or part to allow arrangements to be made for inspection and testing.

G.26 NIGHT WORK. No night work, except for the inspection of lighting, requiring the presence of the Engineer or Inspector will be permitted except in case of emergency, and then only with the written consent of the Engineer and to such an extent as may be judged necessary.

G.27 SUNDAY WORK. No Sunday work will be permitted, except in case of great emergency, and then only with the written consent of the Engineer, and to such extent as is absolutely necessary.

G.28 NO WORK IN BAD WEATHER. No work shall be done under this contract when, in the opinion of the Engineer, the weather is unsuitable for good and careful work to be performed. No concrete work shall be done on days on which the temperature falls below 25 degrees Fahrenheit. Should the severity of the weather continue such that the work cannot be prosecuted successfully, the Contractor, upon order of the Engineer, shall cease all such work until directed to resume the same. In the latter case, suitable extension of time shall be allowed to compensate for time actually lost as provided for in Article G.7.

G.29. NOT TO SUBLET OR ASSIGN. The Contractor shall give personal attention constantly to the faithful prosecution of the work and shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or his/her title, right or interest in or to the same or any part thereof, nor shall the Contractor assign, by power of attorney or otherwise, any of the monies due or to become due, nor issue any order or orders or drafts on the Controller or Treasurer of the City of Reading for any monies due or to become due under this contract, unless by and with the consent of the City first duly had and obtained by resolution entered upon the minutes of said City.

G.30 RIGHT OF PROPERTY IN MATERIALS. Nothing in this contract shall be considered as vesting in the Contractor any right of property in materials used, after they shall have been attached to or incorporated in the work, nor in materials which have been estimated for partial payment, but all such materials, upon being so attached, incorporated or estimated, shall become the property of the City.

G.31 DEFECTIVE MATERIALS AND WORKMANSHIP. No materials of any kind shall be used until they have been examined and approved by the Engineer, who shall have full power to condemn any work and materials not in

accordance with the specifications, and to require the Contractor to remove any work or materials so condemned. Inspections of the work shall not relieve the Contractor from any of his/her obligations to fulfill the contract as herein described, and defective work shall be made good, and unsuitable materials may be rejected, notwithstanding that such work or materials may have been previously overlooked by the Engineer and accepted or estimated for payment if the work or any part thereof shall be found defective at any time before the final acceptance of the whole work, the Contractor shall immediately make good such defect in a manner satisfactory to the Engineer, and if any material brought upon the ground for use in the work shall be condemned by the Engineer as unsuitable or not in conformity with the drawings or specifications, the Contractor shall forthwith remove such materials from the vicinity of the work. If the Contractor shall fail to remove or replace any defective or damaged materials or work after reasonable notice, the Engineer may cause such material or work to be removed or replaced, and the expense thereof shall be borne by the Contractor.

**G.32 RESPONSIBILITY FOR WORK.** The Contractor shall be held responsible for any or all materials or work to the full amount of all payments made thereon, and shall be required to make good, at his/her own cost, any injury or damage which said materials or work may have sustained from any source or cause whatever before its final acceptance.

**G.33 CONDITIONS UNDER WHICH CITY MAY COMPLETE WORK.** If the work to be done under this contract shall be neglected or abandoned, or the contract or any claim thereunder shall be assigned by the Contractor otherwise than as herein specified, or if at any time the Engineer shall be of the opinion, and shall so certify in writing to the City's representative, that the rate of progress is insufficient or that the work, or any part thereof, is unnecessarily or unreasonably delayed, or that the Contractor is violating any of the provisions of this contract or carelessly executing any portion of the work, the City may notify the Contractor and surety in writing to fulfill the conditions of the Contract; and should the Contractor or the surety fail to comply with said notice within ten (10) days, the City may notify the Contractor and the surety to discontinue all work, or any part thereof; and thereupon the Contractor and the surety shall discontinue said work, or said part thereof as the City may designate; and the City may thereupon, by contract or otherwise, as it may determine, complete the work or such part thereof, and charge the expenses thereof to the Contractor or the surety; and may take possession of and use therein such materials, animals, machinery, equipment, implements and tools of every description as may be found upon the work. The expense so incurred shall be deducted and paid by the City out of any monies then due or to become due the Contractor under this contract; or any part thereof; and in case such expense is less than the sum which would have been payable under this contract if the same had been completed by the Contractor, the Contractor shall be entitled to receive the difference, and in case such expense shall exceed the latter sum, the Contractor or the surety shall pay the amount of such excess to the party of the first part.

**G.34 ALL PARTS OF WORK COVERED.** The Contractor further agrees that the following clauses relative to the construction of the work shall apply to each and all of the separate parts of the work, as though specially mentioned under the different headings in the specifications:

Delivery of Materials - The Contractor shall be entirely responsible for delivery of all materials to the site of the work, making the arrangements therefore.

Engineer Shall Measure - No work shall be covered over or filled in until it shall have been inspected by the Engineer.

Materials Properly Stored - The materials to be used in construction shall be protected from deterioration and damage, and shall be so disposed of as not to endanger the work and in such manner that full access may be had at all times to all work under construction or completed.

Surplus Materials Removed - All parts of the work shall be kept in as neat and orderly condition as circumstances will permit and upon completion of the work, all surplus materials, earth, sand, rubbish and refuse of every kind, and all tools, machinery, equipment and other materials belonging to the Contractor shall be removed from the construction works and adjoining premises so as to leave everything in an acceptable condition, within a week after receipt of final certificate.

**G.35 ESTIMATED QUANTITIES APPROXIMATE.** In unit price contracts, the quantities of the various classes of work to be done and materials to be furnished under this contract, as estimated by the Engineer and listed in Specifications, attached hereto, are approximate and only for the purpose of comparing, on a uniform basis, the bids offered for the work under this contract; and neither the City nor the Council nor any member of the Council of the

City of Reading is to be held responsible if any of the said estimated quantities shall be found to be not even approximately correct in the construction of the work; and the Contractor shall make no claim for damages on anticipated profits or loss of profit, because of a difference between the quantities of the various items of work actually done or materials actually furnished and the estimated quantities stated in the Specifications, or because of the entire omission of any of the quantities or items stated in the Specifications.

**G.36 EXTRA WORK.** The Contractor shall do any work not herein otherwise provided for which, in the opinion of the Engineer, is necessary for the proper completion of the work, but not such work will be allowed or paid for except on a written order of the Engineer, and there shall be no claim for extra work or materials or for damage sustained except under this Article. The extra work order issued by the Engineer shall specify the basis of payment for the extra work. Any extra work or changes in the work involving changes in the plans and/or specifications shall be approved by the applicable Director, prior to the execution of the work.

**G.37 MONTHLY ESTIMATES.** Current payments for work done under this contract will be made as follows: on invoices submitted by the Contractor and approved by the Engineer or Architect. Ten percent (10%) of each General Contractor invoice request shall be retained by the City on this contract until it is completed up to City codes and contract specifications and approved by a City Official or person representing a City Official Architect or Engineer.

It is further agreed and understood that inclusion of any portion of the work in the monthly estimate shall not be construed as final approval or acceptance of the same.

**G.38 CONTRACTOR SHALL PREPARE FOR FINAL INSPECTION.** Upon the completion of the work the Contractor shall tear down and remove all temporary buildings and structures built by the Contractor, remove and thoroughly clear away all debris, forms and surplus materials and leave the site of the work in a neat and satisfactory condition, and shall notify the Engineer when the work is ready for final inspection.

**G.39 WORK TO BE PROPERLY PERFORMED.** It is expressly understood that acceptance of work and materials during construction will not imply final acceptance of the work, if the final inspection shall disclose faulty workmanship or materials; and all work of whatever kind that, during its progress and before it is finally accepted, may become damaged from any cause, shall be repaired in a manner satisfactory to the Engineer or, if necessary, shall be broken up and removed and replaced with good and satisfactory work by the Contractor at his own expense. All work of every description shall be the best of its respective kind; and everything not particularly specified herein shall be done and finished in the best manner, and as is usual in first-class work of the several kinds.

Failure or neglect on the part of the Engineer, or any authorized agents to condemn or reject any bad or inferior work or materials shall not be construed to imply an acceptance of such work or materials, if such bad or inferior materials or work becomes evident at any time prior to the final acceptance of the work and the release of the Contractor by the Council of the City of Reading; nor shall it be construed as barring the City of Reading at any subsequent time from the recovery for damages of such sum of money as may be needed to build a new all portions of the work in which fraud was practiced or improper materials hidden, whenever found.

**G.40 ACCEPTANCE AND FINAL PAYMENT.** Upon receipt of written notice that the work is ready for final inspection and acceptance, the Engineer or Architect shall promptly make such inspection, and when he/she finds the work acceptable under the contract fully performed he/she shall promptly issue a final certificate, over his/her own signature, stating that the work provided for in this contract has been completed and is accepted under the terms and conditions thereof, and the entire balance found to be due the Contractor, including the retained percentage, shall be paid to the Contractor within (30) days after the execution of said final certificate.

**G.41 WAIVER.** Neither acceptance by the City, or any of its officers or employees, nor any order, measurement or certificate by the Engineer, nor any order by the City Council for payment of money, nor any payment for, nor any extension of time, nor any possession taken by the City or its officers or employees, shall operate as a waiver of any portion of this contract or of any power herein reserved to the City, or of any right to damage herein provided; nor shall any waiver of any breach of this contract be held to be a waiver of any other or subsequent breach. All remedies provided in this contract shall be taken and construed as cumulative; that is, in addition to each and every other remedy herein provided.

G.42 ACCEPTANCE OF FINAL CERTIFICATE. The acceptance by the Contractor of payment of the final estimate shall be conclusive evidence of acceptance and approval of estimates, accounting and deductions, and of full payment by the City for all work, labor, materials and services done or furnished hereunder, and of full satisfaction, discharge, release and waiver of all claims and demand of; or on behalf of the Contractor against the City, arising out of this agreement and the execution thereof. It is hereby further agreed that the Contractor shall not be entitled to demand or receive payment except in the manner set forth in this contract; and the Contractor further agrees that the final payment of the amount due under this contract and payment of the bills rendered for work done and materials furnished in accordance with any alterations of the same, shall release the City of Reading from any and all claims and liabilities on account of the work performed and materials furnished under said contract, or any alteration thereof.

G.43 MAINTENANCE AFTER COMPLETION. The Performance Bond shall remain in force for one (1) year from the date of completion and acceptance of the work under this contract, as security against any and all damage which may result from defects of materials or workmanship which may become apparent prior to the expiration of the one-year maintenance period. During this period the Contractor shall, promptly upon notification from the Engineer, repair all breaks and failures due to defects of material or workmanship at his own expense. If the Engineer shall deem it necessary and shall so direct, such repairs shall be made within twenty-four (24) hours after service of notice. If the Contractor unnecessarily delays making repairs ordered, or if delay would cause serious loss or damage, the City may undertake to have such repairs made or defects repaired without previous notice, and the expense of such repairs shall be borne by the Contractor or the surety. The Contractor shall be responsible for any damage resulting to any person or property from any violation of the guarantee and from unnecessary delays in making repairs.

G.44 PRICES. The City agrees to pay, and the Contractor agrees to receive, the price specified in the proposal submitted, as full compensation for furnishing all the materials called for, and for all labor and use of all machinery, equipment and tools necessary for executing the work contemplated in this contract; for all royalties, for patents and patented materials, appliances and processes; also for all loss or damage arising out of the nature of the work, or from the action of the elements, or from any unforeseen reasons, obstructions or difficulties which may be encountered in the prosecution of the work, for all risks of every description connected with the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of said work as herein specified, and for well and faithfully completing the work, and the whole thereof, according to the specifications and drawings and the requirements of the Engineer under them.

G.45 NO EXTRA COMPENSATION. The Contractor further agrees not to ask, demand, sue for, or recover for any extra compensation, for any materials furnished or work done under this contract, beyond the amounts payable for the several classes of work or kinds of materials herein enumerated, which shall be actually performed and furnished at the prices therefore herein agreed upon and fixed.

G.46 CONTRACTOR TO TAKE OUT ALL PERMITS. The Contractor shall take out all necessary permits required by agencies of the City of Reading and/or all other governmental agencies; shall give all notices required by law or ordinances; shall pay all fees and charges incident to the due and lawful prosecution of the work covered by the contract, and shall comply with all laws and regulations relating to buildings and public highways. All permits shall be at his expense.

G.47 NO CLAIM FOR EXTRA WORK. No claim for extra work or material shall be allowed to the Contractor, unless before the performance of all such extra work the applicable Director shall have first authorized the same in writing, and the price or prices to be paid therefore shall first have been agreed upon in writing between the Director and the Contractor, and the same shall have been done or furnished under a written order from the Director given before the performance of such extra work or the furnishing of such extra materials. All claims for extra work or materials in any month shall be made to the Director in writing before the fifteenth (15th) day of the following month, and failing to make such claim within the time required, the right of the Contractor to extra pay for such extra work or materials shall be deemed to have been waived and forfeited.

G.48 WORK TO BE DONE TO THE SATISFACTION OF THE CITY ENGINEER. All the work under this contract shall be done to the satisfaction of the City Engineer, who shall in all cases determine the amount, quality, acceptability and fitness of the several amounts of work and materials which are to be paid for hereunder and shall

decide all questions which may arise as to the measurement of quantities in the fulfillment of this contract on the part of the Contractor, and shall determine all questions respecting the true construction or meaning of the plans and specifications, and the determination and decision thereon shall be final and conclusive; and such determination and decision, in case any question shall arise, shall be a condition precedent to the right of the Contractor to receive any money hereunder.

**G.49 ENGINEER TO INSPECT AND REJECT.** The Engineer shall inspect the materials furnished and the work done, and see that the same strictly correspond to the specifications, and he shall at all times have free access to the works, storehouse and yard of the Contractor, and shall be privileged to take such samples therefrom as he may deem necessary; and if the work, or any material brought on the grounds for the use of the work, or selected for the same, shall be condemned by the Engineer, as unsuitable or not in conformity with the specifications, the Contractor shall forthwith remove such materials from the work.

Before issuance of the final certificate the Contractor shall furnish evidence satisfactory to the Engineer that all payrolls, materials, bills and other indebtedness connected with the work have been paid.

It is understood and agreed by the parties hereto that the final estimate of the Engineer shall be evidence of the amount of work performed by the Contractor under and by virtue of this agreement, and shall be taken as the full measure of the compensation to be received by the Contractor. The aforesaid estimate shall be based upon the contract price for the furnishing of all the different materials and labor, and the performance of all the work mentioned in this contract, including the specifications, and where there may be any ambiguity therein, the Engineer's instructions shall be considered explanatory and the decision shall be final.

No inspection, approval or acceptance of any of the work herein contracted for, or of the materials used herein, or any payment on account thereof shall prevent the party of the first part from objecting to the acceptance of said work or materials at any time during the existence of this contract. Neither the inspection of the applicable Director, or Division Head, or the City Engineer or any of their employees nor any order, measurement or certificate by the City Engineer nor any order by the Director for the payment of money, nor any payment for, or acceptance of, the whole or any part of the work, by the Director of the Division of Planning, nor any extension of time, nor any possession taken by the Director or his employees, shall operate as a waiver of any provision of this contract, or any power herein reserved to the party of the first part, or of any right to damage herein provided; nor shall any waiver of any breach of this contract be held to be a waiver of any other subsequent breach.

Any remedy provided in this contract shall be taken and construed as cumulative; that is, in addition to each and every other remedy herein provided; and in addition to all other suits, actions or legal proceedings the party of the first part shall be entitled to as of right.

**G.50 CONTRACTOR NOT TO DISCOMMODE PRIVATE COMPANIES.** The Contractor shall afford while the work is underway, the necessary facilities to any and all companies owning railway tracks, pipes, subway ducts, or other surface, sub-surface or super-surface construction on the line of the work, in the preservation of the same from injury, all without charge therefore the expense to the City.

**G.51 EXAMINATIONS.** At any time before or after completion of the work, should the City Engineer require it, the Contractor shall make such openings, and to such extent, through such part or parts of the work, as the City Engineer may direct, and shall restore the work so distributed to the satisfaction of the City Engineer; and should the work, in the opinion of the City Engineer, whose decision shall be final and conclusive therein, be found faulty in any respect, the whole of the expense incurred thereby shall be defrayed by the Contractor, according to and upon the prices herein set forth, but if otherwise, by the City.

SUPPLEMENTARY GENERAL TERMS & CONDITIONS

## SUPPLEMENTARY GENERAL CONDITIONS

### PENNSYLVANIA HUMAN RELATIONS ACT CONDITIONS

#### GENERAL

The CONTRACTOR shall conform to the provisions of Act No. 222 (October 27, 1955) and as amended and supplemented, known as the "Pennsylvania Human Relations Act", and in accordance with the provisions of the Regulations of the Pennsylvania Human Relations Commission, as adopted March 8, 1974, 4 Pa.B. 409, amended March 7, 1975, 5 Pa. B. 434, 16 Pa. Code Chapter 49.

#### NON-DISCRIMINATION PROVISION

During the term of this CONTRACT, the CONTRACTOR shall agree to the following provisions

(a) The CONTRACTOR shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age or sex. Such affirmative action shall include, but is not limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

The CONTRACTOR shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice, to be provided by the OWNER, setting forth the provisions of this nondiscrimination clause.

(b) The CONTRACTOR shall in advertisements or requests for employment, placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age or sex.

(c) The CONTRACTOR shall send each labor union or workers' representative or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by the CONTRACTOR.

## SUPPLEMENTARY GENERAL PROVISIONS

### 1. Contract Work Hours and Safety Standards Act Provisions

The Contractor, if the contract is in excess of \$2,000, and any of his subcontractors, shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327- 330) as supplemented by Department of Labor Regulations contained in 29 CFR Part 5.

Under Section 103 of the Act, the Contractor and any of his subcontractors, shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of eight hours and a standard work week of forty hours. Work in excess of the standard work day or week is permissible, provided the worker is compensated at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or forty hours in any work week. Section 5 of the Federal Labor Standards Provisions, for the Community Development Block Grant Program, dated 9/75, and appearing elsewhere in this Contract, sets forth in detail the Section 103 requirements.

Section 107 of the Act provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his health and safety, as determined under construction, safe and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market.

### 2. Lead-Based Paint Hazard

The Contractor is hereby specifically made aware of the HUD lead-based paint regulations, 24 CFR, Part 35, which are applicable to the construction or rehabilitation of residential structures. To the extent that the subject matter of this Contract involves residential structures, the Contractor will comply with the lead-based paint regulations.

### 3. Compliance with Air and Water Acts

This Agreement is subject to the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 32 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

The Contractor and any of its subcontractors for work funded under this Agreement which is in excess of \$100,000 agree to the following requirements:

- (1) A stipulation by the Contractor or subcontractors that any facility to be utilized in the performance of any non-exempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857c-8) and Section 308 of the Federal Water Pollution Control Act; as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the Contract prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the Contract is under consideration to be listed on the EPA List of Violating Facilities.
- (4) Agreement by the Contractor that he will include or cause to be included the criteria and requirements in paragraph (1) through (4) of this Section in every non-exempt subcontract and requiring that the Contractor will take such action as the Government may direct as a means of enforcing such provision.

In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

4. Interest of Members, Officers, or Employees of Public Body,  
Member of Local Governing Body, or Other Public Officials

No member, officer, or employee of the Public Body, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

5. Prohibition Against Payments of Bonus or Commission

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining HUD approval of the application for such assistance, or HUD approval of applications for additional assistance, or any other approval or concurrence of HUD required under this Agreement, Title I of the Housing and Community Development Act of 1974 or HUD regulations with respect thereto; Provided, however, that reasonable fees or bona-fide technical consultant managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

## TECHNICAL SPECS

**COTTON STREET RESURFACING PROJECT  
TECHNICAL SPECIFICATIONS  
TABLE OF CONTENTS**

<b><u>SECTION NO.</u></b>	<b><u>TITLE</u></b>
01 11 00	SUMMARY OF WORK
01 20 00	PRICE AND PAYMENT PROCEDURES
01 30 00	ADMINISTRATIVE REQUIREMENTS
01 31 00	PROJECT MEETINGS
01 33 00	SUBMITTAL PROCEDURES
01 40 00	QUALITY REQUIREMENTS
01 50 00	TEMPORARY FACILITIES AND CONTROLS
01 60 00	MATERIAL AND EQUIPMENT
01 70 00	CLOSEOUT REQUIREMENTS
32 01 16	FLEXIBLE PAVING REHABILITATION
32 13 13	CONCRETE PAVING

**SUMMARY OF WORK**

**PART 1 GENERAL**

**1.01 REQUIREMENTS OF DIVISION 01**

- A. Work in this Specification is divided into descriptive Sections which are not intended to identify contractual limits between Subcontractors, nor between the Contractor and its Subcontractors. The Contractor shall be responsible for organizing division of labor and supply of Products and Services essential for the detail coordination and completion of the Work.

**1.02 STATEMENT OF WORK**

- A. The Work included in this project shall be constructed in conformance with current Penn DOT Publication 408, latest revisions thereto, which are made a part hereof. Penn DOT Bulletins and Publications referred to in Publication 408 are also made a part of these documents.
- B. The Contractor shall be solely responsible for furnishing all materials, equipment, supplies, labor, fuel or other appurtenances, and performing all Work as required by the Contract in compliance with the Specifications, Publication 408, details and drawings, as amended herein, which are made part hereof, including any details provided by the Engineer or City in interpretation of the Contract.
- C. All bidders must be Penn DOT prequalified, and must meet the requirements for work classification code F. All bids submitted must have the Contractor's valid pre-qualification certification attached to the outside of the bid or it will be rejected
- D. The Work shall be complete in place and all materials, services or labor not specifically mentioned in the Specifications or shown on the Drawings necessary for the project shall be performed or supplied at no additional cost to the City.
- E. The project shall be completed in a workmanlike manner by qualified personnel.

The Contractor shall be responsible for providing all proper WORK ZONE TRAFFIC CONTROL (WZTC) including lane closures and flagging. All WZTC and detour routing, where authorized, shall be in strict compliance to Penn DOT Publication 213. No work may commence or equipment be placed on any public road or right-of-way until ALL required WZTC devices are in place. A Maintenance and Protection of Traffic (MPT) Plan shall be submitted for approval by the City and Police Department at or prior to the preconstruction meeting. All WZTC and detour routing is the responsibility of the Contractor. The Contractor shall maintain a neat and organized work area at all times in a manner to accommodate emergency response vehicles requiring access to the site (Fire, Police, Ambulance, etc.).

- F. Utility Coordination/Adjustments: The coordination required to accommodate any and all adjustments of existing utility facilities shall be the responsibility of the Contractor. The City Public Works Department and the Reading Area Water Authority will provide manhole and utility box adjustment rings to the Contractor. The Contractor will install the rings as needed to adjust the top of the utility structures to the finished pavement grade. The Contractor is responsible to coordinate all utility adjustments with each utility provider. Any adjustments needed during the work performed by a Subcontractor shall also be the responsibility of the Contractor.

- G. If any existing facility is not adjusted prior to the completion of any line item in this Contract and additional work must be performed, the Contractor will perform the work at no additional cost to the City. All utility coordination and adjustments shall be considered incidental to the pay items.

## **PART 2 LOCATION OF WORK**

### **2.01 COTTON STREET RESURFACING**

- A. The work is located on Cotton Street between South 9<sup>th</sup> Street and South 19<sup>th</sup> Street including the areas within the intersections.

## **PART 3 SCOPE OF WORK**

### **3.01 SUMMARY**

- A. All work shall be constructed in accordance with Penn DOT specification Pub. 408, as amended herein. The Work of this Contract consists of, but is not limited to, the following:
1. Cotton Street Resurfacing
    - i. Surface preparation including saw cutting, pavement milling, paving notches, select base repair and adjusting manhole frames and other utility boxes to match final grades. Contractor shall coordinate with the cable communication (if present) and other private utility providers and shall relocate utility cables, boxes, valves, etc. as needed to avoid interference with the Work.
    - ii. Traffic control, detours and street closures as needed.
    - iii. Place HMA leveling course within the limits of work.
    - iv. Place 1.5" thick HMA pavement wearing course within the limits of work.
    - v. Apply pavement markings as specified.
  - B. The description of the Schedule of Price Items are as follows. The references below to specific specification sections does not imply the exclusion of other sections that may also apply.
    1. **Mobilization** – Refer to Specification Section 01 11 00, Part 1.03 Statement of Work, Part 3.03 Coordination of the Work, Part 3.04 Special Conditions and Section 01 50 00 Temporary Facilities and Controls.
    2. **Traffic Control** – Refer to Specification Section 01 11 00, Part 1.03 Statement of Work, Part 3.04 Special Conditions and Section 01 33 00, Part 1.06 Traffic Control Plan and related specifications.
    3. **Variable Depth Milling** – Refer to the Drawing notes and Specification Section 32 01 16 and related specifications.
    4. **Adjust manhole lids and utility boxes** – All utility boxes and manhole covers shall be adjusted to meet the final pavement grade. Refer to Specification Section 01 11 00, Part 1.03 Statement of Work.
    5. **Select Base Repair** – Select areas shall be determined during the milling operation. Refer to specification 32 01 16 and related Penn DOT Pub. 408 specifications.
    6. **HMA Leveling: 75#, 3-3M ESAL, 9.5mm** – Shall consist of hot mixed asphalt leveling course, applied at 75 lbs./SY, 0.3 to 3 Million ESAL's, aggregate 9.5 mm. Refer to specification 32 01 16 and related Penn DOT Pub. 408 specifications.
    7. **HMA Wearing: 1.5", 3-3M ESAL, 9.5mm, SLR-H** – Shall consist of hot mixed asphalt leveling course, 1.5" depth, 0.3 to 3 Million ESAL's, aggregate 9.5 mm, and SRL- H. Refer to specification 32 01 16 and related Penn DOT Pub. 408 specifications.
    8. **Crosswalk Marking: W/6", waterborne** – To be installed at selected intersections as noted on the Drawings. Refer to specification 32 01 16 and related Penn DOT Pub. 408 specifications.
    9. **Stop Line Marking: W/24", waterborne** - To be installed at selected intersections as noted on the Drawings. Refer to specification 32 01 16 and related Penn DOT Pub. 408 specifications.

### **3.02 EXISTING SITE CONDITIONS**

- A. The curb reveal along Cotton Street varies from 0” to 8”. The nominal curb reveal is 7”. In those sections where the nominal 7” reveal cannot be reasonably achieved the grade of the curb gutter shall take precedence in order to maintain proper drainage. Contractor shall take necessary precautions to avoid damage to existing curbing.
- B. Contractor is responsible to verify all site conditions and shall locate any utility or other physical elements that may interfere with work prior to commencing with the work. Report all inconsistencies between site conditions and Contract Documents to the Engineer prior to the commencement of Work.

### **3.03 COORDINATION OF THE WORK**

- A. Traffic coordination – Contractor shall maintain at least one lane of traffic flow during the construction period with exception of those times during which the pavement milling will occur. The Contractor is responsible for the control of traffic in a safe and efficient manner at all times during construction.
- B. Contractor shall make an effort to accommodate overnight resident parking on Cotton Street for those residents who live adjacent to the work area.

### **3.04 SPECIAL CONDITIONS**

- A. All excavation, including excavation for subgrade, is unclassified and includes excavation and removal of all soil, shale, rock boulders, fill, and all other materials encountered, of whatever nature.
- B. The estimated quantities under the price bids as shown on the Proposal are approximate only, are not guaranteed, and are subject to final checking as actually constructed on the project site. The Contractor shall notify the Engineer, in writing, should the quantities to be installed exceed ten percent (10%) of the total Contract amount due to actual field conditions. Any quantities in excess of ten percent (10%) of the total Contract shall not be authorized by the City/Engineer without issuance of a Contract Change Order, prior to actual installation and verification by the Engineer.
- C. Quantities for payment will be determined by actual measurements taken in the field by the Engineer as the Work progresses and for material delivered as required. Payments shall be made on the basis of UNIT PRICES as shown in the Proposal.
- D. Cutting of the pavement for patching and pavement joints shall be performed in a neat and clean manner. Excess material shall be removed from the project site and disposed of properly by the Contractor. All areas where proposed paving abuts existing paving, the existing paving shall be saw cut or milled at one and one half inch (1½”).
- E. Where the bituminous pavement is placed adjacent to curbs, along pavement joints, and adjacent to structures, utilities, etc., apply PG 64-22 along the full length of all such joints in accordance with Penn DOT specifications.
- F. The Contractor shall use caution so as not to disturb or cover property corners located within the project area. The Contractor shall be responsible to re-establish any property corner or other monument disturbed during construction at no cost to the City or property Owner.
- G. The Contractor is required to submit a Work Zone Traffic Control Plan in accordance with Penn DOT Publication 213M, which will require approval from the City.
- H. Any curb, sidewalk or other property damaged by the Contractor shall be repaired as required by the Engineer at no expense to the City.
- I. A bituminous tack coat shall be placed on the surface of existing pavement, where applicable, per

Section 460 of Penn DOT Publication 408. The tack coat shall be incidental to the cost of the bituminous wearing course or leveling course.

- J. Mix Designs for bituminous paving materials shall be submitted for approval three (3) weeks prior to starting work.

**3.05 WORK SEQUENCE**

- A. The Contractor shall submit his proposed sequence and schedule of work and work zone traffic control at the preconstruction or prior to the meeting.

**End of Section**

## **SECTION 01 20 00**

### **PRICE AND PAYMENT PROCEDURES**

#### **PART 1 GENERAL**

##### **1.01 RELATED SECTIONS**

City-Contractor Agreement (MS 944).

##### **1.02 ACCEPTANCE OF PROPOSAL**

The City of Reading reserves the right to award any portions of the project based on the availability of funds. The basis for award shall be made for the total of all items in each PROPOSAL.

##### **1.03 START OF WORK**

Notification shall be given by the Contractor to the City/Engineer a minimum of seventy-two (72) hours prior to the start of any Work in order that the municipality may comply with the guidelines as set forth by the Pennsylvania Department of Transportation.

##### **1.04 ESCALATOR CLAUSE**

The Contractor/Supplier shall have the right to increase the Contract Unit Price of the item(s) specified, subject to the quantity limitations, in an amount equal to the Contractor/Supplier's increase/decrease in costs of such bituminous material occurring subsequent to the date of the first advertisement of this Contract. Any increase/decrease in the Contractor/Supplier's cost of such item(s) after the base date shall be calculated according to the method in Penn DOT Pub. 408, Section 110.04.

##### **1.05 APPLICATIONS FOR PAYMENT**

- A. Submit three (3) copies of each application on the standard form (attached at end of this Section). A copy of the Application form in Microsoft Excel format will be provided at the request of the Contractor.
- B. Content and Format: Utilize Bid Form for listing items and unit prices in Application for Payment.
- C. Submit at intervals of no less than one per month.

##### **1.06 CHANGE PROCEDURES**

- A. The Engineer will advise of minor changes in the Work not involving an adjustment to Contract Price or Contract Time.
- B. The Engineer may issue a Notice of Change for items included in the Bid Schedule. The Engineer may also issue a change in Contract Time for executing work item change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate within 10 days.

- C. The Contractor may propose a work item change by submitting request for change to the Engineer, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01600.
- D. Unit Price Change Order: For pre-determined unit prices and quantities, the Change Order will be executed on a fixed unit price basis.
- E. Execution of Change Orders: Engineer or City will issue Change Orders for signatures of parties.

**1.07 WORK BY OTHERS**

The Contractor shall review all plans and Specifications thoroughly to determine locations of possible utility conflicts. Contractor shall comply with Act 287, as amended by Act 181, PA One Call system. If unavoidable conflicts occur, where feasible, the Engineer may readjust grades as necessary to avoid a utility relocation. Conflict investigations and resolutions shall be made early in the contract period and as soon as possible after the Contractor has verified the depth and location of the said underground facilities. In the event that any utilities in the Contract must be adjusted, the Work shall be done by the following:

- A. All sanitary sewer laterals and water mains and services to be relocated shall be done by the Contractor and coordinated with City. Such relocations will be authorized by a CONTRACT CHANGE ORDER except as noted in the CONTRACT DOCUMENTS. This work is not anticipated.
- B. Any relocation of gas lines, telephone lines, etc. including services, as encountered during construction shall be adjusted by the appropriate utility. The Contractor shall coordinate his WORK with the utility at no cost to the City/Engineer.

**1.08 COMPLETION DATE**

The Contract shall be completed within ninety (90) calendar days of the Notice to Proceed.

**PART 2 PRODUCTS**

NOT USED

**PART 3 EXECUTION**

NOT USED

END OF SECTION

## **SECTION 01 30 00**

### **ADMINISTRATIVE REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 COORDINATION**

- A. Coordinate scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate completion and clean up of Work of separate sections in preparation for Substantial Completion.

##### **1.02 FIELD ENGINEERING**

- A. The Contractor shall furnish the Engineer with such assistance as may be required for checking all lines, grades, and measurements established (by the Contractor) and necessary in the prosecution of the Work. Such checking by the Engineer is not relief of responsibility to perform all Work in accordance with the Drawings, Specifications, and the lines and grades given.
- B. The Contractor shall be responsible for preserving and maintaining all survey points, line, structure, culvert, slope, grade, and other stakes as placed, until acceptance of the project, and if any of these surveying controls are carelessly or willfully disturbed or destroyed by construction operations, replace as needed at no cost to the City.
- C. There shall be no separate payment for this work. This work is incidental to the completion of the project.

##### **1.03 PRECONSTRUCTION CONFERENCE**

- A. Engineer will schedule a preconstruction conference after Notice of Award.
- B. Attendance Required: City representatives, Engineer, Contractor's on-site superintendent/foreman, Contractor's project manager, Subcontractor's foremen.
- C. Agenda:
  - 1. Distribution of Contract Documents.
  - 2. Submission of list of Subcontractors and the construction progress schedule.
  - 3. Designation of personnel representing the parties in Contract and mobile phone and email contact numbers.
  - 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
  - 5. Project scheduling and use of premises by Contractor.
  - 6. Submission of Contractor's Traffic Control Plan (if not already submitted).
  - 7. Inspection and acceptance of work.

**PART 2 PRODUCTS**

NOT USED

**PART 3 EXECUTION**

NOT USED

END OF SECTION

**PROJECT MEETINGS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Contractor participation in pre-construction conferences.
- B. Contractor administration of progress meetings and pre-installation conferences.

**1.03 PRECONSTRUCTION CONFERENCES**

- A. Engineer will administer site pre-construction conference at Project site for clarification of City and Contractor responsibilities in use of site and for review of administrative procedures.

**1.04 PROGRESS MEETINGS**

- A. Schedule and administer Project meetings throughout progress of the Work at weekly intervals, called meetings, and pre-installation conferences.
- B. Contractor shall make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within four days to participants, and those affected by decisions made at meetings.
- C. Attendance: Job superintendent, major Subcontractors and suppliers; City and Engineer as appropriate to agenda topics for each meeting.
- D. Suggested Agenda: Review of Work progress, status of progress schedule and adjustments thereto, delivery schedules, submittals, maintenance of quality standards, pending changes and substitutions, compliance with schedule and potential delays and other items affecting progress of Work.

**1.05 PREINSTALLATION CONFERENCES**

- A. When required by specification, Contractor shall convene a pre-installation conference prior to commencing work of the section.
- B. Require attendance of entities directly affecting, or affected by, work of the section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related work.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

END OF SECTION



## **SECTION 01 33 00**

### **SUBMITTAL PROCEDURES**

#### **PART 1 GENERAL**

##### **1.01 PROPOSAL INFORMATION**

Sealed Proposals shall be submitted as stated in the INSTRUCTIONS TO BIDDERS

##### **1.02 SUBMITTAL PROCEDURES**

- A. Transmit each submittal to the Engineer on an accepted transmittal form.
- B. Sequentially number the transmittal forms. Resubmittals shall have original number with an alphabetic suffix indicating the resubmittal sequence.
- C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing/cut sheet and detail number(s), and specification section number, as appropriate.
- D. Apply Contractor's stamp with Contractor's identification, signed or initialed with date, certifying that the review, verification of products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- E. Electronic submittals with electronic certifications and signatures are acceptable. All certifications shall be submitted with certifications applied in a permanent manner (e.g.: flattened) and in an Adobe PDF format, or similar approved format.
- F. Schedule submittals to expedite the Project, and deliver to Engineer at business address. Coordinate submission of related items.
- G. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor and Engineer review stamps.
- I. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- J. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

##### **1.04 CONSTRUCTION PROGRESS SCHEDULES**

- A. Submit initial progress schedule in triplicate at preconstruction conference for Engineer review.
- B. Revise and resubmit as required.

**1.05 SHOP DRAWINGS**

- A. Submit four (4) copies to the Engineer.
- B. After review, reproduce and distribute in accordance with Article on Procedures above.

**1.06 TRAFFIC CONTROL PLAN**

- A. Contractor shall prepare Work Zone Traffic Control Plan (WZTC) and narrative, in accordance with Penn DOT Publication 213. WZTC Plan shall include signing and detour routes for each road segment.
- B. WZTC Traffic Control Plan shall be submitted at Preconstruction Conference, if not already submitted to the Engineer.

END OF SECTION

## **SECTION 01 40 00**

### **QUALITY REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 QUALITY ASSURANCE/CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes or specified requirements indicate higher standards or more precise workmanship.
- C. Perform work by persons qualified to produce workmanship of specified quality.
- D. Control of Material Quality shall be in accordance with Penn DOT Publication 408, Section 106 (latest revision).

##### **1.02 QUALITY ASSURANCE/QUALITY CONTROL**

- A. The Contractor shall submit to the City its quality control plan as required by Penn DOT Publication 408, Section 106, for review and approval prior to the start of Work. The Contractor shall also submit for the Engineer's review, prior to the start of Work, the job mix formula as approved by Penn DOT for all bituminous materials.
- B. The City or the City's designated representative reserves the right to sample and test the materials used for the project. Sampling and testing shall be in accordance with Penn DOT Form 408 Section 409.
- C. The City reserves the right to use the services of an independent testing laboratory to conduct in place testing and/or lab tests to assure the Specifications have been met, at the City's expense. The City reserves the right to adjust the CONTRACT PRICE for each street according to Penn DOT 408 Section 409.4.

##### **1.03 REFERENCES**

- A. Conform to Penn DOT Publication 408/current edition, and all other standards referenced in these Contract Documents, as of date for receiving bids.
- B. Obtain copies of standards when required by Contract Documents.
- C. Should specified reference standards conflict with Contract Documents, request Clarification from Engineer before proceeding.
- D. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

##### **1.04 INSPECTION AND TESTING LABORATORY SERVICES**

- A. Contractor shall provide for any required inspection or testing by others, at no additional expense to the City.
- B. Where it is required in the individual specification sections, an independent firm shall perform inspections, test, and other services.

- C. Reports shall be submitted by the independent firm to the Engineer in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
- D. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage and assistance as requested.
  - 1. Notify Engineer and independent firm 24 hours prior to expected time for operations requiring services.
- E. Retesting required because of non-conformance to specified requirements shall be performed by the same independent firm on instructions by the Engineer.

**PART 2 PRODUCTS**

Not Used

**PART 3 EXECUTION**

Not Used

END OF SECTION

**SECTION 01 50 00**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.01 TEMPORARY CONSTRUCTION FACILITIES**

All services and facilities required for construction purposes shall be furnished solely by the Contractor, at no additional cost to the City.

**1.02 BARRIERS**

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.
- B. Provide barricades required by Penn DOT Publication 213M.
- C. Protect vehicles in accordance with Penn DOT Publication 213M.

**1.03 PARKING**

- A. Do not allow personal vehicles to park within highway rights-of-way.

**1.04 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipes and storm drainage structures. Perform all preparatory work (sweeping, cleaning, brooming, etc.) of the existing road surface prior to the placement of bituminous material.
- C. Remove waste materials, debris, and rubbish from site at the beginning of the project and periodically throughout the work period. Dispose of the materials off-site in a proper fashion.

**1.05 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary above grade or buried utilities, equipment, facilities, and materials prior to Final Inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.
- D. After Final Inspection, remove temporary traffic control facilities.

END OF SECTION

**SECTION 01 60 00**

**MATERIAL AND EQUIPMENT**

**PART 1 GENERAL**

**1.01 PRODUCTS**

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Products does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.

**1.03 MATERIAL CERTIFICATIONS**

Section 6 of Act No. 655 of 1956, June 1 P.L. (1955) 1944; 72 P.S. 2615, Payments to Municipalities, states that "All materials used and work done with monies herein allocated shall conform to the current Specifications of the Department of Transportation or Specifications approved by the Department of Transportation."

The suppliers' invoices shall contain a statement of certification that the materials furnished meet the above noted requirements. The following Certification Statement will appear on all invoices for the materials used:

We hereby certify that the material invoiced herein conforms fully to the specification requirements of the Pennsylvania Department of Transportation. Our records of supply, attesting to this statement, are open for inspection by Department or Municipal personnel.

Certified: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Responsible Company Official)

The Contractor shall also supply on a daily basis, the "DAILY BITUMINOUS MIXTURE CERTIFICATION" (Form TR-465 6-82) to the municipality.

In addition, the Contractor shall supply with shipment of material delivered a "CERTIFICATE OF COMPLIANCE" (Form CS-4171 6-91) to the municipality.

**1.04 TRANSPORTATION AND HANDLING**

- A. Transport and handle Products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that Products comply with requirements, quantities are correct, and Products are undamaged.
- C. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

**1.04 STORAGE AND PROTECTION**

- A. Store and protect Products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive Products in weather-tight, climate controlled enclosures.

For exterior storage of fabricated Products, place on sloped supports, above ground.

- B. Construction equipment and materials shall be stored only in areas designated by the City or on the Contractor's property. At no time shall the Contractor infringe on the rights of City residents and/or property Owners. The Contractor shall be responsible to repair and/or replace damaged property to the property owner's satisfaction at no cost to the property owner or the City if the damage is unrelated to the work specified in these Contract Documents.
- C. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- D. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- E. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- F. Arrange storage of Products to permit access for inspection. Periodically inspect to assure Products are undamaged and are maintained under specified conditions.

END OF SECTION

**SECTION 01 70 00**

**CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 CLOSEOUT PROCEDURES**

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Engineer's inspection.
- B. Provide submittals to Engineer that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

**1.02 FINAL CLEANING**

- A. Execute final cleaning and site restoration prior to final inspection.
- B. Clean debris from storm drainage systems.
- C. Clean site; sweep paved areas. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- D. Remove all temporary services and facilities used during construction prior to final inspection.

END OF SECTION

**FLEXIBLE PAVING REHABILITATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Bituminous concrete paving, base restoration, milling, overlay and pavement markings.

**1.02 REFERENCES**

- A. Pennsylvania Department of Transportation Publication 408 Specifications (partial listing):
  1. Section 210 - Subgrade
  2. Section 316 – Flexible Base Replacement
  3. Section 309 – Superpave Asphalt Mixture Design, Standard Construction, HMA Base Course
  3. Section 350 - Subbase
  5. Section 409 – Superpave Mixture Design, Standard and RPS Construction of Plant-Mixed HMA Courses
  7. Section 460 - Tack Coat
  8. Section 491 - Milling of Bituminous Pavement Surface
  9. Section 702 - Bituminous Material
  10. Section 703 – Aggregates
  11. Section 962 – Waterborne Pavement Markings

**1.03 QUALITY ASSURANCE**

- A. Perform work in accordance with the Pennsylvania Department of Transportation Specifications - Publication 408, as applicable, and as amended in the Specifications and drawings.
- B. Mixing Plant: Conform to Pennsylvania Department of Transportation Specifications - Publication 408, as applicable. Plant and materials shall be Penn DOT approved and certified.
- C. Obtain materials from same source throughout.

**1.04 REGULATORY REQUIREMENTS**

- A. Conform to applicable local standards for paving work on public property.

**1.05 CERTIFICATION**

- A. The suppliers' invoices shall contain a statement of certification that the materials furnished meet the above-noted requirements. The following Certification Statement will appear on all invoices for the materials used:

We hereby certify that the material invoiced herein conforms fully to the specification requirements of the Pennsylvania Department of Transportation. Our records of supply, attesting to this statement, are open for inspection by the Professional.

Date  
Certified: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Responsible Company  
Official

This certification is to be included for plant mixed materials only, such as: HMA Superpave (wearing and binder).

## **1.06 ENVIRONMENTAL REQUIREMENTS**

- A. Do not place bituminous paving material when the temperature of either the air or base surface is less than 40 degrees F.

## **PART 2 PRODUCTS**

### **2.01 MATERIALS**

- A. All materials to be used should meet the requirements of Pennsylvania Department of Transportation Publication 408, as applicable.

## **PART 3 EXECUTION**

### **3.01 INSPECTION**

- A. Verify that the compacted aggregate base meet the requirements of Pennsylvania Department of Transportation Publication 408, Section 210, before beginning work.
- B. Verify gradients and elevations of base are correct.
- C. Beginning of installation means acceptance of substrate.

### **3.02 PREPARATION**

- A. Prepare existing surfaces for the laying of pavement as required in the Pennsylvania Department of Transportation Specifications - Publication 408, Section 210.
- B. Apply a bituminous tack coat to any existing surface that is scheduled to receive additional bituminous paving material (overlay) in accordance with Pennsylvania Department of Transportation Specifications - Publication 408, Section 460.
- C. Where existing paved surfaces that are scheduled to receive additional bituminous paving material (overlay) must match existing fixed elevations, i.e., entrance to an existing structure, adjust the finished elevation of the paved surface by one of the following methods:
  - 1. **MILL THE SURFACE OF THE EXISTING BITUMINOUS PAVEMENT IN ACCORDANCE WITH PENNSYLVANIA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS - PUBLICATION 408, SECTION 491. LENGTH OF HORIZONTAL TRANSITION SECTION SHALL BE AT LEAST TWO FEET FOR EACH ONE INCH OF VERTICAL ADJUSTMENT.**
  - 2. In areas designated for select base repair, remove the pavement down to the level of the subbase or subgrade as indicated in the drawings, and replace the section as required in the Pennsylvania Department of Transportation Specifications - Publication 408. Length of horizontal transition section shall be at least two feet for each one inch of vertical adjustment.
- D. Where existing paved surfaces have been damaged during the course of construction, remove the pavement down to the level of the subbase and replace the damaged section as required in the Pennsylvania Department of Transportation Specifications - Publication 408.

### **3.03 PLACING BITUMINOUS PAVEMENT**

- A. Place 2A aggregate subbase course in repair areas as directed in the field in accordance with Pennsylvania Department of Transportation Specifications - Publication 408, Section 350.

K. Place bituminous paving courses in accordance with Pennsylvania Department of Transportation Specifications - Publication 408, Section 409.

L. Place each course to compacted thickness shown on the Drawings.

**3.04 PAVEMENT MARKINGS**

A. Apply pavement markings in accordance the Penn DOT Pub 408 Section 962. Removal of any existing pavement markings is considered incidental with the work.

**3.05 TOLERANCES**

A. The completed paving must meet the tolerances stated in Pennsylvania Department of Transportation Specifications - Publication 408, Section 409.

**3.06 FIELD QUALITY CONTROL**

A. General Contractor is responsible to insure that the work will be performed under provisions of Section 01 40 00 and of the Pennsylvania Department of Transportation Specifications - Publication 408, including field inspection and any testing, if necessary.

**3.07 PROTECTION**

A. Immediately after placement, protect pavement from mechanical injury under provisions of the Pennsylvania Department of Transportation Specifications - Publication 408, Section 409.

END OF SECTION

SECTION 01600

MATERIAL AND EQUIPMENT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Products.
- B. Material Certifications.
- C. Transportation and handling.
- D. Storage and protection.

1.02 RELATED SECTIONS

- A. Instructions to Bidders: Product options and substitution procedures.
- B. Section 01400 - Quality Control: Product quality monitoring.

1.03 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.

1.04 MATERIAL CERTIFICATIONS

Section 6 of Act No. 655 of 1956, June 1 P.L. (1955) 1944; 72 P.S. 2615, Payments to Municipalities, states that "All materials used and work done with monies herein allocated shall conform to the current specifications of the Department of Transportation or specifications approved by the Department of Transportation."

The suppliers' invoices shall contain a statement of certification that the materials furnished meet the above noted requirements. The following Certification Statement will appear on all invoices for the materials used:

We hereby certify that the material invoiced herein conforms fully with the specification requirements of the Pennsylvania Department of Transportation. Our records of supply, attesting to this statement, are open for inspection by Department or Municipal personnel.

Date  
Certified: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature of Responsible  
Co. Official)

The contractor shall also supply on a daily basis, the "DAILY BITUMINOUS MIXTURE CERTIFICATION" (Form TR-465 6-82) to the municipality.

In addition, the contractor shall supply with shipment of material delivered a "CERTIFICATE OF COMPLIANCE" (Form CS-4171 6-91) to the municipality.

1.05 TRANSPORTATION AND HANDLING

- A. Transport and handle Products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that Products comply with requirements, quantities are correct, and Products are undamaged.
- C. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

1.06 STORAGE AND PROTECTION

- A. Store and protect Products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive Products in weather-tight, climate controlled enclosures.  
  
For exterior storage of fabricated Products, place on sloped supports, above ground.
- B. Construction equipment and materials shall be stored only in areas designated by the CITY or on the CONTRACTOR'S property. At no time shall the CONTRACTOR infringe on the rights of CITY residents and/or property owners. The CONTRACTOR shall be responsible to repair and/or replace damaged property to the property owner's satisfaction at no cost to the property owner or the CITY if the damage is unrelated to the work specified in these Contract Documents.
- C. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- D. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- E. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- F. Arrange storage of Products to permit access for inspection. Periodically inspect to assure Products are undamaged and are maintained under specified conditions.

END OF SECTION

SECTION 01700  
CONTRACT CLOSEOUT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Closeout Procedures.
- B. Final Cleaning.

1.02 RELATED SECTIONS

- B. Section 01500 - Construction Facilities and Temporary Controls: Progress cleaning.

1.03 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for ENGINEER'S inspection.
- B. Provide submittals to ENGINEER that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.04 FINAL CLEANING

- A. Execute final cleaning and site restoration prior to final inspection.
- B. Clean debris from storm drainage systems.
- C. Clean site; sweep paved areas. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- D. Remove all temporary services and facilities used during construction prior to final inspection.

END OF SECTION

## TECHNICAL SPECIFICATIONS

